

Fairfax County Government

Reference Guide
Department of Human Resources



Employee Handbook

Your employee reference guide to everything you need to know to build a long successful career with Fairfax County.

IMPORTANT TELEPHONE NUMBERS FOR FAIRFAX COUNTY EMPLOYEES

703 Area Code, TTY 711

Alternative Dispute Resolution Program	324-3348
Application Center	222-5872
Appeals for Performance Evaluation	324-3348
Awards Program	324-3495
Blood Donor Program	324-3495
Car Pools	324-1111
Care First Representative	324-3474
Child Care Center	324-7370
Compensation and Work Force Analysis	324-3326
Courier	324-3197
Credit Union	591-0973
Deferred Compensation Information	324-3374
Deferred Compensation Rep. Help Desk	324-4995
Delta Dental	324-4783
Dependent Care Assistance Program	324-4916
Employee Lending Library for Video Instructional Services (ELLVIS)	324-8318
Employees Advisory Council (EAC)	324-7045
Employee Assistance Program (EAP)	1-800-346-0110
Employee Suggestion Program	324-3495
Equity Programs, Office of (OEP)	324-2207
Fraud Hotline	787-3243
Grievances	324-3495
Human Resources (HR Central).....	324-3311
Identification Cards	324-3410
Information Research Central	324-8343
Information Technology (IT) Help Desk	222-3535
Insurance	324-4917
Job Line	324-5627
Job TTY Line	222-7314
Leave/Personnel Policy Questions	324-3495
Medical Spending Account (MSA)	324-4916
Payroll/Personnel Records	324-3412
Performance Evaluation Appeal	324-3348
Risk Management (Worker's Compensation)	324-3040
Retirement	279-8200
Security (Government Center)	324-3434
Snow/inclement weather	246-SNOW
Telework Program	324-3394
Training/Tuition Assistance	324-3394
Workplace Violence	324-3040

Purpose and Scope of this Handbook

This handbook is intended to serve as a source of information about your employment with Fairfax County. It is presented solely for informational purposes and is not a contract between Fairfax County and any of its employees. This employee handbook supersedes all prior policies or procedures as to the subjects addressed in this handbook.

The rights, privileges, duties, responsibilities, and benefits of Fairfax County employees are determined and set forth in various provisions of the Code of Virginia, the Fairfax County Code, and official policies adopted by the Board of Supervisors. These include, but are not limited to, the personnel regulations, procedural memoranda, and the compensation plan. In the event that an employee is provided information concerning any matters addressed herein, which is in conflict with the provisions of this handbook, the provisions of the handbook and/or appropriate regulation or procedure will govern.

While every effort has been made to ensure that the information in this handbook accurately reflects the pertinent laws, ordinances, regulations, and policies as of the time of publication, provisions may be changed or cancelled at any time. Such changes, amendments or cancellations may be done with or without notice. Employees are responsible for keeping themselves informed of changes in those laws, ordinances, regulations, and policies. Your department may have additional specific workplace policies and procedures that govern your employment.

If you need further information or advice on the matters covered in this handbook, please contact your supervisor, department head, or the Department of Human Resources.

Department of Human Resources
August 2007

Request for this publication in alternative formats should be made with the Department of Human Resources at 703-324-3303 (voice); 703-222-7314 (TTY); or 703-324-3945 (FAX).



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

From the County Executive

As a Fairfax County government employee, you're part of an organization that has been rated one of the best-managed jurisdictions in America. Our employees work hard to make this county one of the top-ranked places in the nation to live, work and go to school. Fairfax County is also one of 22 counties nationwide with a Triple-A bond rating from all three agencies, an important indication of our current and future financial strength.

As the county has grown and evolved over the years, we have continued to meet the highest standards of customer service to our diverse communities and residents. However, there is still work to be done. We are looking to you and all county government employees to help us to continue to improve and adapt as needed.

To help you succeed in your career with Fairfax County, we provide you valuable training and tools, including this handbook. Whether you are a new or veteran employee, you can use this handbook to answer questions you may have regarding your position within the county. Please take some time to review the handbook and become familiar with Fairfax County's personnel policies and procedures, as well as your benefits, rights and responsibilities as an employee.

Working together, we will continue to excel in our provision of services. Thank you for your contributions in making our county a leader in innovation and quality of service.

Sincerely,

Anthony H. Griffin

County Executive

Framework for Excellence

What is the Framework for Excellence?

Fairfax County has chosen the Framework for Excellence (FfX) as a way to build and align leadership and performance at all levels of the organization to achieve our vision and do our best work for the community.

As an organization with a strong and proud history of excellence in public service, Fairfax County continues to work as a High Performing Organization (HPO). This opportunity to take our organization to the “next level” allows us to answer questions about our present and future work together.

- What does it mean to be a high performing organization?
- What do our customers and residents value/want/need now and in the future?
- What are the internal/external challenges and opportunities that we need to address to focus on high performance and to sustain high performance?
- How can our actions and behaviors better reflect our values and needs in a 21st century organization?
- What is our leadership philosophy for working together in public service through our day-to-day work and our participation in the strategic thinking and planning of our collective work together?

The information and resources throughout this handbook are intended to help us build leadership capacity throughout every level of our organization.

Elements of a High Performing Organization

Several terms are used to describe high performing organizations. Fairfax County uses these terms to create alignment between individuals, teams, divisions, and departments throughout the county. The terms include:

Leadership approach – How managers lead their employees.

Mission – Why are we here, what is our purpose?

Vision – What do we want to look like in the future?

Values – What is important to us?

Strategy – How will we do the work to reach the vision?

Structure – What are the organizational reporting relationships and physical make up?

Systems - Work practices, processes, and procedures.

Fairfax County Values

Employee Leadership Philosophy: How we want to lead and manage our work together, what kind of culture we want reflected through our leadership styles and behaviors.

We are the stewards of Fairfax County’s resources and heritage. We are motivated by the knowledge that the work we do enhances the quality of life in our community. We value personal responsibility, integrity and initiative. We are committed to serving the community through consultative leadership, teamwork and mutual respect.

Fairfax County Employee Vision: What we value in our organization, ourselves and those with whom we work.

As Fairfax County Government employees, we are committed to excellence in our work. We celebrate public service, anticipate changing needs and respect diversity. In partnership with the community, we shape the future.

We inspire integrity, pride, trust and respect within our organization. We encourage employee involvement and creativity as a source of new ideas to continually improve service. As stewards of community resources, we embrace the opportunities and challenges of technological advances, evolving demographics, urbanization, revitalization, and the changing role of government.

We commit ourselves to these guiding principles: Providing superior service, valuing our work force, respecting diversity, communicating openly and consistently, and building community partnerships.

Fairfax County a High Performing Organization

Fairfax County is continually impacted by the constant change and events in the world and our community. To be successful, the county must be responsive. Although it is sometimes difficult to change a large organization quickly, the county makes every effort to meet the demands of its residents, visitors and communities. To be a High Performing Organization:

- Every employee is valued for his/her knowledge, skills, abilities and ideas.
- Employees are encouraged to offer their input and suggestions.
- Communication throughout the organization helps to break down walls.
- Employees work together to make a difference for the residents and visitors of Fairfax County.

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Tysons Corner today and in 1956

1 Public Service in Fairfax County

Land and History

By 1608, when Captain John Smith explored and mapped the upper reaches of the Potomac River, Native Americans had been a settled agricultural people in this area for 1,500 years, living in the stream valleys and along the Occoquan and Potomac rivers.

Fairfax County was officially formed in 1742, taking its name from its aristocratic proprietor, Thomas, Sixth Lord Fairfax of Kent, England.

The county court was the center of local government before and after the American Revolution. A local Board of Supervisors was first elected in 1870.

During the Civil War, both Union and Confederate troops had headquarters in various areas of the county. The battle of Ox Hill, or Chantilly, took place in what is now the Fair Oaks area, and is commemorated near the Government Center.

The county remained primarily rural until World War II. The growth of the federal government and the influx of light industry turned the area into a vast and busy suburb.

People

Fairfax County has become the most populous political subdivision in the Commonwealth of Virginia. The current number of residents is more than one million, within 395 square miles of land.

During the next 15 years, job growth and other changes in the economy are expected to be less dramatic than during the past 30 years, but it is still anticipated that nearly 200,000 new jobs will be added to the Fairfax County economy through 2020.

In 1970, 36 percent of county residents who worked outside of the home worked in Fairfax County; today, nearly 55 percent live and work in the county.

The county's population is aging in place. The median age of residents has significantly increased since 1970, from 25.2 years to 37.6 years of age. The number of residents over the age of 65 is expected to grow by 80 percent from 2000 to 2020. At the same time, while proportionally decreasing as a percent of total population, it is

expected that by 2020, the county will add nearly 43,000 new residents under the age of 19.

Fairfax County's population is becoming increasingly diverse. By 2010, it is anticipated that 39 percent of county residents may speak a language other than English at home.

Fairfax County tends to attract highly educated foreign-born residents who come from more than 100 countries; no one group forms a predominant majority. Only New York City has a foreign-born population as diverse as Northern Virginia. A larger proportion of Fairfax County's foreign-born adults have a four-year college degree than all adults nationwide.

Many of the county's children are children of immigrants. As of 2000, an estimated 38 percent of Fairfax County children under age 18 had at least one foreign-born parent. Yet, more than 75 percent of children in Fairfax County who are children of immigrants were born here and are U.S. citizens.

A Fairfax County resident is less likely to be the victim of either a violent crime or a property crime today than during the three previous decades. As of 2004, the violent crime rate was 44 percent lower than it was in 1980 and the property crime rate was 61 percent lower.

However, the nature of crime is changing. A decade ago, public safety was primarily a local or regional activity. Today, Fairfax County public safety departments must be prepared to respond to dangers that may originate elsewhere in the world.

The county will continue to face challenges in the housing arena. The proportion of both homeowners and renters who spend more than 30 percent of their income on housing has increased since 2000 to more than 25 percent of homeowners and over 45 percent of renters. Average monthly rents have grown from \$334 in 1980 to \$1,157 in 2004.

Between 1970 and 2004, median household income grew from \$14,854 to \$88,133 per year. However, the gap between those with the most income and those with the least income has widened.

A family with two adults, a preschooler and a school-age child needs at minimum a combined hourly wage of \$31.48 or an annual income of \$66,504 to meet basic needs for self-sufficiency in Fairfax County. This is nearly three-and-a-half times the federal poverty guideline for a family of four.

Fairfax County residents have been rapid adopters of technology. Ten years after the World

Wide Web began in 1990, 78.7 percent of all households had Internet access at home.

Government

Fairfax County is governed by the Urban County Executive form of government, one of many options authorized in the Commonwealth of Virginia. Within the geographic boundaries of the county, there are several towns as well as an independent city: the City of Fairfax and the towns of Herndon, Clifton, and Vienna.

Fairfax County maintains a Triple A bond rating from the three rating agencies, an important indication of the strength of the county's financial picture. Fairfax County is one of only 23 of the nation's 3,107 counties to achieve this rating. The exclusive group of governments also includes seven of the nation's 50 states and 20 of the nation's 22,529 cities. High bond ratings ensure low interest costs to the county. The county keeps and earns good credit in many ways: on-time debt payments; consistent revenue; strong revenue; diverse, balanced revenue streams; reasonable, controlled expenditures; spending within means; strong financial planning with ability to react quickly to change; and a high level of reserves.

Board of Supervisors

The powers of the Fairfax County government are vested in an elected Board of Supervisors consisting of nine members elected by district and a chairman elected at large.

Responsibilities of the Board

The Fairfax County Board of Supervisors establishes county government policy, passes resolutions and ordinances (within the limits of its authority established by the Virginia General Assembly), approves the budget, sets local tax rates, approves land use plans and makes appointments to various positions. These actions are taken in open meetings which residents and visitors are encouraged to attend. All discussions are held in public, with the exception of issues exempt by the Virginia Freedom of Information Act, such as legal or personnel issues.

Meetings

Board meetings are open to the public. The chairman presides at board meetings and has all the rights and duties of other board members including one vote, but does not have independent executive authority or a legislative veto. The board usually meets two Mondays per month in the Board Auditorium in the

Fairfax County Government Center, 12000
Government Center Parkway, Fairfax.

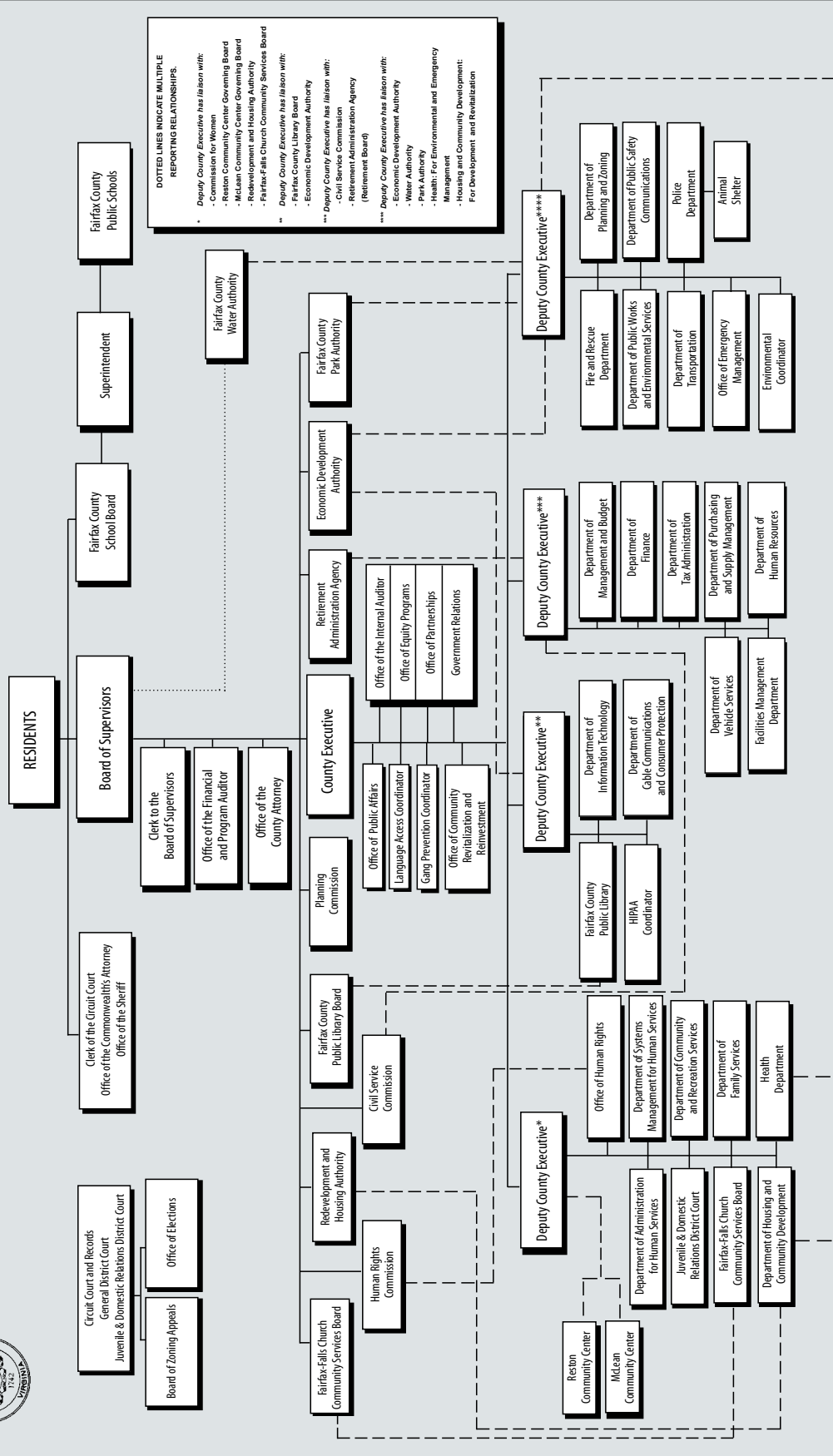
County Executive

The county executive is a full-time official appointed by the Board of Supervisors. The duties of this position are specified by law and include acting as the administrative head of the government, preparing the county's annual budget, executing resolutions and orders of the board, supervising the performance of department heads and other subordinate officials and making frequent reports to the board. The county executive also serves as the Fairfax County Director of Emergency Management.

The county executive is assisted by four deputy county executives and a number of department directors, appointed by the Board of Supervisors.



ORGANIZATION OF FAIRFAX COUNTY GOVERNMENT



Civil Service Commission

The Fairfax County Civil Service Commission is appointed by the Board of Supervisors and consists of twelve county residents (who are not county employees). The commission's duties include hearing employee grievances and advising the Board of Supervisors and county executive on personnel policy. The grievance hearings are conducted by rotating panels of three commission members.

The Civil Service Commission holds regular meetings which are open to the public. Public hearings are held to solicit comments on specific issues. The commission welcomes suggestions from employees on personnel matters.

Department of Human Resources

The Department of Human Resources has responsibility for the day-to-day administration of the Merit System Ordinance and other programs as directed by the county executive and Board of Supervisors. Responsibilities are divided among different divisions within the Department of Human Resources.

HR Central is a centralized human resources service center providing one-stop services to employees and applicants. HR Central staff

answer inquiries and process a majority of human resource transactions. Employees and applicants can get general advice and assistance on benefits, the employment process, payroll, employee relations, tuition assistance, etc.

The Employment Division advertises and recruits for current position vacancies. Division analysts screen resumes for qualified applicants and provide assistance and support to the county departments throughout the hiring process. The division is responsible for administration of the county's online job application system called AIMS, and publishes weekly updates of the county's Job News.

The Employee Relations Division handles grievances, personnel policy interpretations, alcohol/drug (non-Department of Transportation) testing, Pay for Performance, and the Employee Assistance Program (EAP), and coordinates the awards and employee suggestion programs.

The Employee Benefits Division administers employee benefit programs that help ensure the well being and financial security of employees and their families. Programs administered by the Benefits Division include health, vision, dental and life insurance plans, as well as flexible spending accounts, deferred compensation, long-term disability and long-term care benefits.

The Payroll Division administers the county's payroll system and maintains the central personnel records on employees. This division handles all personnel actions, pay and leave adjustments, the time and attendance audit and edit process, payroll deductions, benefit accounting and tax reporting. In addition, the Payroll Division manages the direct deposit program and provides training and technical assistance to department payroll contacts. As the official custodian of the county's personnel/ payroll records, this division also responds to subpoenas and other requests for information.

The Compensation and Work Force Analysis Division provides consulting services to county departments on work force planning initiatives. Staff work with department management to plan and implement reorganizations, address work force trends, and implement human resource solutions so the department can accomplish its mission, goals and objectives.

In addition, the division maintains current pay plans and conducts salary surveys of other employers in the county's market to determine the competitiveness of county pay rates. The division also maintains the automated position control system for the county.

The Organizational Development and Training Division (OD&T) as a part of the Office of County

Executive helps build capacity in the work force by championing continuous learning, developing employees personally and professionally and ensuring a high performing organization.

Staff provides a variety of learning opportunities, from instructor-led courses to nationally renowned speakers and presenters. Consultative services are available for individuals and teams. Staff works closely with department trainers to provide the work force with a full array of developmental services.

The Information Systems Division (ISD)

manages two enterprise-wide mission critical systems - PRISM (the HR system) and AIMS (applicant tracking system). Staff also manage PEAQ (point-and-click ad-hoc query system for PRISM data). The ISD goal is to collaborate with departments and DHR to provide responsive and efficient information systems, enabling DHR and departments to meet their business needs. Other systems include the requisition builder system (which handles requests to fill vacant positions), Document Direct for PRISM reports and laser-fiche for employee records and payroll / personnel reports.

Office of Equity Programs (OEP)

The Office of Equity Programs, a part of the Office of the County Executive, promotes equity and fairness in the workplace. A commitment to diversity and recognition of the county as an equal employment opportunity employer are continuing goals. They are pursued through working relationships with all county staff and residents, as well as boards, commissions, and other public, private, and employee organizations.

Approaches to achieving equity and fairness include:

Equal Employment Opportunity (EEO) refers to federal, state and local laws that prohibit discrimination and retaliation in employment. Such laws are designed to ensure that people have equal access to jobs regardless of race, color, religion, creed, sex, national origin, age, disability, veteran's status or pregnancy, childbirth or other related medical conditions.

Harassment on the basis of race, color, religion, creed, sex, national origin, age, marital status, disability, or pregnancy, childbirth or other related medical conditions, or any other characteristic now or hereafter protected by federal, state or county law, including, but not limited to, sexual harassment, is a form of discrimination that is prohibited by county

policy and federal law. For specific information on the types of harassment that are prohibited, please see the section of this handbook on the county's anti-discrimination policies.

Sexual Harassment is a form of discrimination prohibited by county policy and federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that unreasonably interfere with an individual's work performance or create an intimidating, hostile or offensive work environment are prohibited.

Americans with Disabilities Act (ADA) is the 1990 civil rights legislation that prohibits discrimination in county employment, programs and services on the basis of disability. OEP is responsible for ensuring countywide implementation of the ADA requirements. In particular, the OEP will ensure full consideration is given to requests for reasonable accommodation.

Affirmative Action is a proactive response to remedy past discrimination. Employers are required to demonstrate their efforts to diversify their work force at all levels. It is expected that where women and minorities are underrepresented, their numbers will be increased in relationship to their availability for employment.

Diversity, the next step after affirmative action, focuses on valuing all people equally. Fairfax County's commitment to diversity is designed to create cultural change within the county work force to mirror the composition of the county's population, when needed and where both individuals and the organization adapt. It fosters and promotes team effort to achieve the greatest productive results.

The Office of Equity Programs provides an array of programs and services that include training, mediation, investigation, cultural diversity awareness, statistical reporting and community liaison. The office receives and processes complaints of discrimination from county government employees and residents regarding government employment, programs and services.

The Office of Internal Audit, a part of the Office of County Executive, manages the county fraud policy, which defines fraud as any theft or intentional waste or abuse of county funds, property or time. "County funds" include not only currency, checks, and other payment methods or negotiable instruments belonging to the county, but also those for which the county is the fiscal agent or has a fiduciary responsibility. The provisions of this policy apply to any irregularity or suspected irregularity involving not only employees, but also vendors,

agents, volunteers, and external organizations doing business with the county. Compliance with federal, state and local laws concerning the prevention of fraud, waste and abuse will be subject to review by the appropriate authority.

You should be knowledgeable about fraud risks in your area and should be aware of potential red flags. If you suspect that any type of fraud has occurred, you should immediately report the alleged wrongdoing by calling the Internal Audit Office's Fraud Hotline (703-787-3243), submitting an electronic fraud reporting form, or using other available communication options documented in the policy and on Internal Audit's Infoweb page. Retaliation against or penalizing any individual for reporting fraud, giving testimony, or cooperating with an audit investigation, proceeding, or hearing is prohibited. Appropriate disciplinary action will be taken against those found to have retaliated against the employee.



Selection, Appointment, Promotion

Types of Employment

Employment in Fairfax County is divided into competitive service and exempt service. Most employees who work at least 20 hours per week are in the **competitive service**.

The **exempt service** consists of elected and appointed officials and their staffs, department directors, all part-time employees working less than 20 hours per week, and other limited-term employees.

Vacancy Announcements

Vacant competitive positions are listed on the open or promotional job listings. Open positions are announced to the general public. Promotional opportunities are only announced to Fairfax County and School System employees. Positions may be listed on:

- <http://www.fairfaxcounty.gov/jobs/>.
- Open or Promotional Weekly Job News online and in paper form.

- Fairfax County Public Library branches.
- Fairfax County Television Network (FCTN).
- Community Resident Information Services (CRIS) kiosks.
- The Jobline at 703-324-JOBS, TTY 711.
- Subscribing to receive open and promotional job listings via e-mail at <http://infoweb/hr/subscribe-info.htm>.
- Obtain real-time status information about jobs that you have applied for in My Status.

To establish an AIMS account, you will be asked to create a user ID and a password, with a reminder question to help you if you forget your password.

After creating the user account, just log in and use the AIMS Resume Builder to create your new resume. You can either use the step-by-step Resume Builder or, if you already have a resume saved to a disk, you can “copy and paste” it.

If you need assistance with the application process, staff in the HR Central Division of the Department of Human Resources will assist you with the AIMS Resume Builder system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, Virginia. Call 703-222-5872, TTY 711 for more information.

Computers are also available in all Fairfax County Public Library branches and may be used to manage your AIMS account and apply for Fairfax County jobs. Please note that there may be limits on the amount of time that you can use a computer in the public library.

For those with little or no computer access, you may wish to establish an Interactive Voice Response (IVR) account to check the status of

How to Apply

You must create an AIMS (Applicant Information Management System) account to apply for most county positions. However, there are exceptions and you should follow the instructions on the advertisement of the position as to where to submit your resume or, in some cases, completed application form.

The information in this section is located at www.fairfaxcounty.gov/aims. With this system, applicants may:

- Create an account that will provide access to your resume 24-hours-a-day and allow you to modify your resume at any time you want.
- Prepare and submit a chronological resume online using a Web browser.
- Use the Quick Apply feature to apply for any advertised job with just a couple of mouse clicks.

your resume once you have created your AIMS account. Using a touch-tone telephone the IVR system provides users basic access to:

- Information about available jobs.
- The Quick Apply feature.
- Information regarding the status of a resume submission.

During the account registration process, there is an option to obtain a six-digit user ID and to establish a 4-digit PIN number to allow you to use the IVR. While most people will elect to use the full range of features available through on-line access, the IVR will provide basic access to the application process.

Self-nomination (or Quick Apply) is available on the 24-hour jobline as long as you have the 6-digit User ID and 4-digit PIN from your AIMS account. If you did not establish a user ID and PIN when you created your AIMS account, log in to your account and click on the “My Registration” link.

Certification Process

Resumes are screened by evaluating relevant education and experience. This evaluation is based on the information you submit in your resume or other materials required by the announcement. A list of certified, top-rated applicants is sent to the county department where

the vacancy exists for further consideration.

For such jobs as administrative support and public safety positions, eligible lists of individuals who meet the minimum qualifications or who have passed the required tests are maintained for a specified period. As a vacancy occurs, applicants on the eligible list are certified for that particular opening.

Background Investigations

The Board of Supervisors has deemed it necessary in the interest of public welfare and safety to determine whether the past criminal conduct of persons conditionally offered employment in sensitive positions, in either the competitive or exempt service, is compatible with the nature of such employment.

All persons conditionally offered employment in sensitive positions in the county service must, as a condition of their employment, prior to the effective date of such employment, submit to fingerprinting and provide personal descriptive information to be forwarded to the Central Criminal Records Exchange and the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding them. Failure to comply shall disqualify the person from employment.

Sensitive positions are those where the employee is responsible for providing services to further

the health, safety and welfare of minors, persons with disabilities, the elderly or other persons unable to care for themselves; those entering residences or businesses; those employed in water or wastewater treatment; those requiring commercial drivers licenses; those accountable for county funds or with access to public records; those entering secured county facilities; and those responsible for the protection of critical infrastructure.

A pre-employment and biennial credit check is required for persons appointed to certain positions of financial responsibility.

Disqualifying criminal history information is defined in the Fairfax County Code, Section 3-1-23 (2) (B). It considers the nature and seriousness of the crime; the relationship of the crime to the work to be performed in the position; the extent to which the positions might offer an opportunity to engage in further criminal activity; the nature and extent of the person's past criminal activity, and the age at the time of the crime; the amount of time that has elapsed since the crime; and the evidence of the person's rehabilitation.

Selection and Appointment

The department with the vacancy will decide which certified applicants will be contacted for an interview. The interview usually takes the form of

a structured personal interview or a panel interview in which applicants are interviewed by several department representatives.

The job announcement will indicate the type of interview that can be expected, as well as additional tests or performance demonstrations (such as a writing sample) that may be required. If you are selected for the position, you will be notified by the department head or designee. You may then verify the specifics of your employment, including starting date and where and to whom you should report.

Occasionally, it is necessary to fill vacancies at a level lower than their authorized classification. This may occur where recruitment difficulties exist, if the appointee needs specialized training to perform at the classified level, or to further an upward mobility program for career employees. Positions to be underfilled are so identified in the job announcement.

A written work/underfill agreement will specify the training and experience requirements the appointee must meet for promotion to the authorized classification level.

Nepotism

An applicant may not be hired, reinstated, transferred, promoted or demoted to a position which places him or her in a direct supervisory line with a family member.

Medical Examination

Applicants for public safety positions (uniformed, police, fire and sheriff), positions that are physically demanding (e.g., labor and trades), or positions that are required by state or federal law to undergo special tests (which may include drug and alcohol testing), must satisfactorily complete a medical examination in conjunction with appointment to their respective positions.

All employees who drive commercial motor vehicles for Fairfax County are required to obtain a medical card and must successfully complete the required physical examination to obtain the medical card. The medical card is to be carried by the employee at all times when driving a commercial motor vehicle.

County employees applying for transfers or promotions into a position requiring a medical examination must satisfactorily complete the medical exam/tests before being transferred or promoted to the new position.

You also may be required by your department head to take a medical exam at any time if it appears that your job performance may be adversely affected for medical reasons.

Immigration Act Requirements

The 1986 Immigration Reform and Control Act require all employees to present proof of identification and proof of eligibility to work in the United States. Your department's payroll contact can provide you with a list of documents acceptable for each purpose.

Copies of these documents plus a required federal form, the Employment Eligibility Verification (EEV) Form (I-9), must be sent to the Department of Human Resources, Payroll Division, within a defined time limit. Employees have three days to present original documents or applications for these documents to their department payroll contact (or supervisor in some cases). Employees who have applied for documents have 90 days from the date of employment to produce the documents. Documents must be received in the Department of Human Resources within the 90-day limit. Failure to comply means the employee is not permitted to work and will be placed on leave without pay until all documents, including the EEV form, are received.

Social Security Card

As a condition of employment, new employees are required to present an original Social Security card to their department's payroll contact, who then must forward a copy of it to the Payroll Division with the rest of the appointment paperwork. A member of the Payroll staff scans the copy of the Social Security card into the employee's electronic personnel file.

The copy of the Social Security card is required to ensure that taxes and Social Security deductions withheld from an employee's pay are accurately recorded under the name and Social Security number registered with Social Security Administration (SSA).

The employee may choose to use his/her Social Security card for that purpose, but several other documents are equally acceptable to establish compliance with the Immigration Reform and Control Act. Ensuring the confidentiality of all employee records, including Social Security information, is a major focus of the Payroll Division. Maintaining personnel records electronically has enhanced security, since only persons with authorized access can retrieve records from the system.

Employee Identification Numbers

Mindful of the prevalence of identity theft, Fairfax County assigns every new employee an Employee Identification Number (EIN). This six-digit number is randomly-generated and is permanently assigned to that employee. Employees will use their EIN to enter their hours in Online Time and to fill out many county forms. A Social Security number is still required for the new hire process, on tax forms, and for other legal and financial documents, but county forms have been modified to replace SSN with EIN as much as possible. Payroll contacts in the departments also use the EIN as each employee's unique identifier.

Financial Disclosure

As a condition of employment, the State and Local Government Conflict of Interest Act, Virginia Code, and Fairfax County Code require senior level county employees and certain other employees whose job duties involve financial, budgetary, or land-use decision making to file disclosure of personal interests and such other information as required on the form provided by the Secretary of the Commonwealth. The financial disclosure form must be filed annually by January 15 of each year, or within 30 days of employment. Check with your supervisor

regarding financial disclosure requirements for your department.

Probationary Period

Upon initial appointment to a merit position within the Fairfax County government, you must successfully complete a twelve-month probationary period. This period provides the opportunity for you to evaluate your job situation and for your supervisor to assess your performance. Police officers, deputy sheriffs, animal control officers and firefighters begin their probationary periods after successfully completing the training academies.

The department head may terminate your appointment during this period if you are unable or unwilling to perform your duties satisfactorily. Aside from illegal discrimination, you have no appeal rights during this probationary period.

Performance Management Process

Performance management is designed to be a year-round partnership between you and your supervisor with continuous communication throughout the planning, coaching, reviewing and rewarding phrases. Performance management considers “what” you accomplish

over the review period as well as “how” you go about accomplishing your work.

Each employee will be evaluated on a set of countywide behaviors which apply to all county employees, regardless of job class. Additionally, employees will be evaluated on departmental or job class/functional performance elements that address the duties performed in their particular job class or functional area.

At the discretion of the department, employee performance ratings will also include an assessment of achievement of one or more individual performance goals. This allows the performance review process to be more tailored to the individual employee. Newly hired or promoted employees are evaluated after six months in the new position.

Performance reviews are conducted annually and are used to identify strengths as well as areas for improvement in your work. The Pay for Performance process allows an employee to receive a salary increase based on the rating received on his or her evaluation. Employees who are at the top of the pay range for their pay grade may be eligible to earn performance bonuses, depending on their performance rating.

Each employee is provided with an Employee Guide to the Performance Management Process when they are hired. You are strongly encouraged to familiarize yourself with the requirements of the county's Pay for Performance system. If you have questions regarding your performance requirements, you should ask your supervisor for clarification.

Performance Evaluation Appeals

An Appeals Panel has been established as a component of the performance management system. County employees volunteer to serve on the panel and receive training before they are allowed to hear evaluation appeals.

The Appeals Panel provides "peer review" in those instances where you believe your evaluation is not accurate or comprehensive, and you have been unable to work out the differences with your supervisor. The Appeals Panel does not replace the formal grievance procedures. It is intended to provide an informal, non-judicial approach to resolving performance evaluation rating issues. Appeal procedures are available from the Alternative Dispute Resolution (ADR) Office, at 703-324-3348, TTY 711, and on the Infoweb at <http://infoweb/Adr> or via e-mail adr&appeals@fairfaxcounty.gov.

Promotions

A promotion is a move to another job at a higher grade level. The county attempts to fill higher-level positions with qualified county employees whenever possible, before considering resumes from the general public. Promotions are based on an evaluation of job performance, work experience, education and appropriate tests. To be considered for promotions, you must apply for each vacancy in which you are interested.

If you receive a promotion, you must complete a 12-month probationary period in your new position. However, this does not affect your appeal rights if you have completed your initial 12-month probationary period.

Lateral Transfers

A lateral transfer is a move to another job which is within your current job class or which is at your current grade level but in a job class different from your current one. The new job may be in your current department or in a different one.

Most county jobs are filled through competition between applicants. It is not unusual to obtain a lateral transfer by applying for a competitively announced job and being selected through a competitive selection process (competing against other applicants for the job).

However, you also may request a lateral transfer without going through the application process. All non-competitive lateral transfers are done at the discretion of the department to which you wish to transfer. If you wish to participate in a non-competitive transfer, you must contact that department for consideration. A non-competitive lateral transfer to a position in a job class other than your present class (whether within your current department or to a different one) also requires that the Employment Division in the Department of Human Resources certify that you meet the minimum qualifications for the new job class. You cannot be transferred unless you meet those qualifications.

Demotions

With proper advance notice, you may be demoted because of unsatisfactory performance or for disciplinary reasons. Demotions may also be requested by the employee.

Position Descriptions

Each county employee is assigned to a specific position (job). Each position has an official position description outlining the duties an employee in that position is expected to perform. The position description is the basis for assigning your position to a job classification. Each job classification is assigned to a pay grade that

determines your pay range. Ask your supervisor for a copy of your position description.

When your duties change significantly, your position description should be updated accordingly, and a copy provided to the Department of Human Resources, Compensation and Work Force Analysis Division.

Class Specifications

Class specifications for all classes of positions in the competitive service are maintained by the Compensation and Work Force Analysis Division of the Department of Human Resources. A class specification gives the official class title, the assigned pay grade, duties typically performed by employees in that class, employment standards that applicants for positions in that class must meet, and any licenses or certifications that are required.

Current class specifications for all merit classes are on Infoweb and at www.fairfaxcounty.gov/jobs.

Class specifications for classes used in your department are also available from your payroll contact.

Pay Grade Reallocation/ Regrade

To determine whether a job class is allocated to the appropriate pay grade, the Department of Human Resources conducts market pay studies and regrade review requests. Requests for regrades are submitted in conjunction with each department's budget submission. The review may result in a class retaining its present pay grade assignment or being assigned a higher or lower pay grade, subject to approval by the Board of Supervisors.

The process of determining the appropriate grade for each class includes, but is not limited to, a review of prevailing pay rates for comparable jobs with other public and private employers in the appropriate job market area; internal alignment with closely related classes; and/or recruitment and retention difficulties. A regrade action affects all county positions assigned to the job class being regraded.

Salaries are Public Information

County employee salaries are public information and the county is obligated by law to provide information on salaries greater than \$10,000 a year to Virginia residents and members of the media who request it.

3

As You Begin Your Job

Working Relationships

You have an important contribution to make in carrying out the responsibilities of your work group. Knowing where you fit in the big picture will help you understand your job. Learn other employees' names and titles, as well as what they do and how their work will relate to yours. Don't hesitate to ask questions.

Every employee has a supervisor to whom he or she is responsible for effective job performance.

The supervisor's primary concern is to get the job done, and he or she expects the full cooperation of the working unit. It is also the supervisor's responsibility to see that all employees are treated fairly. Whenever a question arises, you should consult your supervisor first.

New Employee Orientation

All new employees are required to attend four orientation sessions.

Part I- covers county employment policies and procedures.

Part II- of orientation is a separate program on employee benefits. **Many benefits decisions must be made within the first 30-60 days** of employment. There are significant restrictions after initial application periods. This orientation is an excellent opportunity to learn about your options and to ask questions of knowledgeable staff.

Part III- provides an overview of the county's Pay for Performance system, highlighting the employee's role in the process.

Part IV- provides training on policies and procedures as they relate to employee use of the Internet and the county's electronic communication systems and information resources. This training is mandatory for all employees who use Fairfax County computers on the job. Also covered in this session is information on the security requirements for employees in the workplace.

The orientation schedule is available from your payroll contact or on Infoweb.

Working Hours

Your working hours depend on the type of job you are doing. Most full-time employees are scheduled to work 40 hours per week. Because of the nature of various department activities, schedules for workdays and lunch periods vary.

Every employee is entitled to two 15-minute breaks during an eight-hour workday. In some departments, these breaks are combined with a 30-minute unpaid lunch to permit an hour for a lunch break.

Your supervisor will explain the schedule for your job. You are expected to be at your job on time and remain during the established hours. If you are unable to report for work, notify your supervisor as soon as possible, in accordance with the policies of your department.

Balancing Life, Work, and Family

Fairfax County leadership recognizes the importance for employees to balance life, work and family needs. Policies have been developed and implemented to assist with these challenges by encouraging cooperation between supervisors and employees to find fair and flexible solutions to personal needs, while achieving the goals and objectives of their department.

Some of the policies which address these concerns include:

- Alternate Work Schedules
- Telework
- Job Sharing
- Dependent Care Assistance
- Employee Assistance Program
- Child Care Services
- Leave Transfer
- Family and Medical Leave
- Volunteer Activity Leave
- Bereavement Leave

Alternate Work Schedules

In an effort to support the balance of work/family and other personal needs of employees, increase productivity and facilitate traffic flow at the Government Center and other worksites, departments are encouraged to consider flextime or compressed work schedules. If you are interested in an alternative work schedule, contact your supervisor. Policy questions may be directed to the Employee Relations Division in the Department of Human Resources. Such scheduling may be affected by operational constraints or Fair Labor Standards Act overtime requirements.

Telework

The county's telework program is called Fairfax Teleworks. Under this program, eligible employees can work at home or another location during normal work hours instead of commuting to the main worksite. The most common telework arrangement is one to two days per pay period.

The Board of Supervisors and the county executive support telework for eligible employees. Telework benefits include less time spent commuting to and from work, increased productivity and overall improved job satisfaction.

Department managers are encouraged to consider telework arrangements for their employees and for themselves. For more information about telework and registration, visit <http://infoweb/telework> or send an e-mail to telecommuting@fairfaxcounty.gov.

Job Sharing

Job sharing is available in certain situations in Fairfax County. Job sharing is an arrangement where two workers share the responsibilities of one full-time job. Employees may split each day or week, split the pay period, or work alternate

days, as long as each employee is scheduled to work 40 hours each pay period. Benefits (such as leave and holidays) are prorated between the two employees.

A job-shared position may be beneficial to both the county and employees for the following reasons:

- It provides the department with additional resources.
- It allows the department to retain a valued employee who can no longer work 40 hours per week.
- It opens up job opportunities to parents of school-age children, senior citizens, students and others who may be unable to maintain a 40-hour work week.

While not all jobs are readily shared, interested employees can submit requests to their supervisors. The county's policies and procedures concerning job-shared positions are outlined in Personnel/Payroll Administration Policies and Procedures Memorandum 20, available on the Infoweb home page. Questions may be directed to the Employee Relations Division in the Department of Human Resources.

4

Your Pay

Your Payroll Contact

Each department has one or more employees who serve as payroll contact for the staff of that department. This person is your direct link with the Department of Human Resources, and will keep you advised of pertinent changes in personnel policies, benefits and payroll matters. Your supervisor can give you the name and telephone number of your payroll contact. A list of all payroll contacts is also available from

the Infoweb home page; click on Payroll's Web page or go to <http://infoweb/hr/payroll>.

Any changes in your personal data (for example, name, address, marital status, number of dependents) should be reported immediately to your payroll contact. This information may have a direct bearing on your pay, insurance coverage, and/or retirement.

Time and Attendance

All employees are paid through the payroll system. Every two weeks, the payroll system uses time and attendance information from Online Time to compute pay. Many departments allow employees to enter their own time in Online Time. (For guidance on how to enter your own time, see “Employee Time Entry Instructions” on the Payroll Web page). If the employee doesn’t enter his/her own time, a timekeeper or department payroll contact must ‘select’ the employee’s schedule and make any changes for leave or overtime. Even when an employee has no leave or overtime in a pay period, the employee, timekeeper, or department payroll contact must prompt the Online Time system to generate pay by selecting the employee’s schedule. Failure to do so will result in the employee not being paid on time.

Online Time is part of the county’s system of accuracy and accountability for time worked and leave taken. Misrepresentation of an employee’s regular schedule, leave or overtime is cause for dismissal and legal action. Regardless of who enters an employee’s time, employees are responsible for providing accurate information about their time and leave each pay period, and for obtaining written approval from their supervisors prior to working any overtime.

Online Time allows every employee to see his/her time for the current pay period and five prior pay periods. Other screens in Online Time allow employees to view personnel and payroll information, such as job history, leave balances, performance ratings, benefits data and savings bond enrollment. Employees also can update their addresses, tax withholding information and emergency contact information through Online Time.

Payday

Payday is every other Friday. The pay period covers the two-week period which ends two weeks prior to payday. There are 26 pay periods in most calendar years.

The length of time that elapses before new employees receive their first pay depends on the day within the pay period that they begin work and the length of time it takes to process their personnel forms. The normal delay for a new employee is four weeks. The supervisor or department payroll contact can tell new employees when to expect their first pay.

Direct Deposit

The county provides electronic funds transfer (EFT) for direct deposit of your biweekly pay into your financial institution account. All new

employees are required to participate in direct deposit. Employees can obtain a direct deposit authorization form from their department payroll contact or on the DHR/Payroll Web page. Setting you up in direct deposit requires at least one and sometimes two pay periods. During this time, you will be paid by a check, which will be mailed to the address you provided to Human Resources as your home address.

Statement of Earnings and Leave

Your biweekly Statement of Earnings and Leave (also called a pay advice) shows detailed information about your regular pay, overtime pay, payroll deductions, and current leave balances. Because of payroll deductions, your total pay and your take-home (or net) pay differ. Some deductions are required by law; others may be made at your request.

All newly-hired employees receive their pay advices online through Online Time. The only exceptions are new employees who cannot view them online due to job restrictions or limited computer access, as may be the case with exempt limited-term and exempt part-time employees. Pay advices to these employees are mailed. Three pages of pay and leave information (at both a summary and detail level) are provided online. Employees also may send a pay advice to their

own county Outlook account, from which a one-page printout may be made. Employees may send a single pay advice to their county e-mail address or set their record up to automatically e-mail their pay advice to their county Outlook account each time payroll runs. This allows employees to see their pay advice online the Tuesday before payday. For the convenience of employees, pay advices for 36 pay periods are maintained online.

A sample online pay advice and explanation of the information is located in Chapter IV of this handbook. A brochure describing the online pay advice in detail may be found on Payroll's Web page, at <http://infoweb/hr/payroll/onlinepayadvice.htm>

Pay Plans

Pay plans are approved by the Board of Supervisors. Fairfax County has seven pay plans for its employees:

- S (general county employees)
- L (assistant county attorneys)
- E (executive)
- C (uniformed sheriff)
- F (uniformed fire/rescue)
- O (uniformed police) and
- P (public safety communicators and animal control officers)

The pay range for your position depends on the grade level for your classification. The grade level for every class of work in the county is listed on the Classification Plan. Your payroll contact can show you the current Classification Plan and pay plan for your job, or you may view them on Infoweb on the Department of Human Resources' Payroll Web page.

Overtime

On occasion, job demands may require work to be performed beyond the scheduled working hours. Fairfax County policy makes supervisors accountable for directing (or permitting) subordinates to work beyond their scheduled hours. Therefore, except in emergency situations, all overtime must be authorized and approved in writing by the employee's supervisor before it is worked. Should an emergency compel an employee to work overtime hours that have not been approved in advance, supervisory approval must be obtained by the following work day.

If required to work more than their normally scheduled hours, most employees will receive compensation in the form of overtime pay or compensatory time earned. The method of compensation is determined by the Fair Labor Standards Act, the county's personnel regulations and four procedural memoranda available on the Infoweb home page at <http://infoweb/hr/>:

- Personnel/Payroll Administration Policies and Procedures Memorandum 13 (which covers time and attendance reporting for all employees except some in public safety).
- Memorandum 14A (which covers time and attendance reporting for fire protection employees).
- Memorandum 14B (which covers time and attendance reporting for FLSA-eligible law enforcement employees).
- Memorandum 51 (which outlines the county's policies and procedures regarding the Fair Labor Standards Act).

Performance Pay Increases

Performance Pay Increases (PPI) is granted to eligible employees based on the rating received on his or her annual evaluation. Merit employees below the maximum of the pay range are eligible for performance pay increases each year. Merit employees at the top of their pay range may be eligible for a performance bonus depending on their performance rating.

If you receive a promotion, your PPI date will change based on the date of the promotion. However, if you transfer to another position at the same grade level, your PPI date will not be affected.

Garnishments and Tax Levies

Employee wages are subject to court-ordered garnishments and federal, state or local government tax levies. The Department of Human Resources, Payroll Division is legally required to take such payroll deductions from an employee's pay to satisfy the employee's financial obligation as regulated by federal and state statutes. The employee is notified of the financial obligation by the Internal Revenue Service, the court, or a state or local department of taxation, child support enforcement department, or bankruptcy trustee. As a courtesy, the Payroll Division sends a copy of the order received with a memorandum advising the employee of the effect the garnishment or tax levy will have on his or her net pay, creditor information and the date deductions will begin and end.



COUNTY OF FAIRFAX

STATEMENT OF EARNINGS AND LEAVE

PAY PERIOD: 014 PAY PERIOD BEGINS: 06/23/07
 PAY DATE: 07/20/07 PAY PERIOD ENDS: 07/06/07

JANE R EMPLOYEE LOCATION: EJ32 EXEMPTIONS: FED: 2 STATE: 0
 EIN: 999999 GRADE/STEP: 20 ADDITIONAL AMT: FED: \$0.00 STATE: \$0.00
 AGENCY: 1111 PAY RATE: \$ 31.4341 FILING STATUS: FED: M STATE: STATE TAXED: VA

HOURS AND EARNINGS					PRE-TAX DEDUCTIONS				
DESCRIPTION		HOURS	EARNINGS		DESCRIPTION		AMOUNT	YTD TOTAL	
REGULAR		16.0	\$ 502.95		RETIREMENT-PLAN B		134.04	2,010.50	
PAID LEAVE		64.0	\$ 2,011.78		ICMA		40.00	600.00	
					GROUP LIFE INS		4.25	59.50	

Information on Your Statement of Earnings and Leave (Pay Advice)

The following is provided to assist employees in understanding the information on their statement of earnings and leave. For further information, read the appropriate chapter in this handbook or ask your payroll contact.

PAY PERIOD: The number of the pay period covered by this statement. The pay period ends two weeks prior to the PAY DATE (date of paycheck). There are 26 pay periods in each year.

NAME, DEPARTMENT, GRADE/STEP, PAY RATE: These should be checked for accuracy by new employees and by all employees when they change jobs or are due an increase.

EXEMPTIONS: The number of exemptions claimed for federal and state income tax withholding purposes.

ADDITIONAL AMT: Any additional amounts requested by employees to be withheld for federal or state taxes.

FILING STATUS: Filing status for federal and state (if required) income tax withholding purposes.

STATE TAXED: The abbreviation for the state for which current taxable wages and taxes withheld are reported.

Hours and Earnings

REGULAR: Compensation received based on regular hours worked.

PAID LEAVE: Compensation received for any type of paid leave used during the pay period covered by this statement.

SHIFT: Compensation received based on shift hours worked. Specific shift will be noted (evening, night and other).

LWOP: Leave without pay hours.

OVERTIME PAY: Compensation received based on overtime hours worked.

SUPPLEMENTAL COMPENSATION: Additional compensation received for specific job classifications.

PAYROLL ADJUSTMENT: Usually an adjustment to compensation received in a prior pay period. The exact amount of payment or debit is shown.

Pre-Tax Deductions

For the following pre-tax deductions, federal and state taxes are deferred, **but Social Security and Medicare tax is paid:**

RETIREMENT: Amount deducted as employee contribution to the retirement system. Federal and state taxes are deferred until receipt of annuity. Includes current retirement contribution and any pretax additional dollar amounts withheld for buy-backs or catch-up situations.

DEFERRED COMPENSATION: Amount contributed to one of the county's deferred compensation plans. Federal and state taxes are deferred until receipt of annuity.

For these pre-tax deductions, you pay no taxes at all:

HEALTH INSURANCE: Amount deducted as employee contribution for health insurance.

SPECIAL DEDUCTION: One-time deductions made as necessary; for example, to make up missed insurance premiums.

LIFE INSURANCE: Amount deducted as employee contribution for county group term life insurance for insurance up to \$50,000.

DEPENDENT CARE and MEDICAL SPENDING ACCOUNT (Medical Reimbursement): Deductions are made if employee has joined the plans.

DENTAL INSURANCE: Amount deducted as employee contribution for dental insurance.

Post-Tax Deductions

Deductions for the following do not qualify for pre-tax treatment, and are paid with taxed dollars:

RETIREMENT PAY-BACK: Includes any post-tax additional dollar amounts withheld for buy-backs or catch-up situations.

SALARY INSURANCE: Employee contribution for Long Term Disability Insurance.

LONG-TERM CARE: Employee contribution for Long Term Care Insurance.

GROUP TERM LIFE INSURANCE: Employee contribution for group term life insurance over \$50,000.

PERSONAL PROPERTY TAX DEDUCTION: Amount deducted for Fairfax County personal property tax prepay program.

CREDIT UNION: Deductions to Fairfax County Federal Credit Union for savings or loan payments.

SAVINGS BOND: Employee-authorized deduction for the purchase of U.S. Savings Bonds.

OFFICE FOR CHILDREN CENTER: Amounts deducted for Employee Child Care Center or School Age Child Care (SACC) program.

CONTRIBUTIONS: Employee-authorized deduction for contributions to Fairfax County Charitable Campaign.

DUES: Employee-authorized deduction for professional association (union or employee organization) dues.

CHILD SUPPORT, FEDERAL OR STATE TAX LEVY DEDUCTIONS: Deductions are withheld based on federal or state statute and continue until the order is released or the amount due for unpaid taxes is paid in full.

GARNISHMENT: A mandated deduction in response to a federal or Virginia court order. The amount of deduction is computed by a formula required by law. The amount may vary each pay period, depending on the employee's earnings.

Taxable Income Added

LIFE INSURANCE OVER \$50,000: Taxable income associated with the value of life insurance coverage over \$50,000 vs. amount paid for the benefit; computed based on employee age, coverage amount and premiums paid as directed by IRS regulations.

VEHICLE USE: The dollar equivalent for the value of personal (commuting) use of a county-owned vehicle that is considered taxable income

Leave Summary

Information is provided to show the amount of sick, annual and compensatory leave you carried over from last year, the amount you have earned to date, the amount you have taken, and the balance available to you. USE OR CONVERT is the amount of annual leave to use by the end of the leave year or it will convert to sick leave.

Taxes

The amount withheld for Federal Income Tax, State Income Tax (VA, MD, WV, and DC) and FICA (Social Security and/or Medicare tax). Also, the amount credited for employees with EIC (Earned Income Credit).

Pay Summary

CURRENT PAY: Pay and deductions in this statement.

Y-T-D: The year-to-date cumulative total of all pay and deductions, including the current pay period, for the tax year in progress.

MESSAGE: Reminder for employees about upcoming announcements/events.



Leave Policies

Holidays

Merit employees are paid for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Inauguration Day (every four years)
- George Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Fall Holiday (Friday after Thanksgiving)
- Christmas Eve (half day)
- Christmas Day

Generally, if a holiday falls on a Saturday, you will have the preceding Friday off. If a holiday falls on a Sunday, you will have the following Monday off. Certain exceptions may occur, as specified by local custom, law or the county executive.

Employees of the Sheriff's Office, Courts, and related offices may follow a state holiday schedule; check with your supervisor or payroll contact.

Leave without pay immediately preceding and following a holiday may disqualify you from eligibility to receive holiday pay. Check with your payroll contact to determine your eligibility for holiday pay if you are on leave without pay

Annual Leave

Fairfax County grants merit employees annual leave for vacation and other personal reasons. Full-time employees scheduled to work 80 hours per pay period earn annual leave on a biweekly basis according to the following schedule:

Years of Service	Per Pay Period	Per Year
Up to 3	4 hours	13 days
3 to 15	6 hours	19 1/2 days
15 and over	8 hours	26 days

NOTE: Part-time merit employees who work a minimum of 40 hours per pay period earn annual leave on a prorated basis.

You must obtain your supervisor's approval prior to taking annual leave, and should request the leave as far in advance as possible.

There is a limit on the number of hours of annual

leave that you may accumulate. Employees with less than 10 years of service may not carry over more than 30 days (240 hours) from one leave year to the next. After 10 years, you may carry over a maximum of 40 days (320 hours). At the end of the leave year, annual leave in excess of these limits will be converted to sick leave.

When you leave county service, you normally will be paid for your unused annual leave. However, if you resign and give less than ten working days notice, you may lose one day of annual leave for each working day less than the required notice.

Compensatory Leave

Certain employees may earn compensatory leave (with supervisory approval) when they work in excess of their scheduled hours, except in those cases where overtime pay is required by law. It is earned in one-tenth hour (six-minute) increments and may be used at the discretion of the employee at a time convenient to and approved by your supervisor.

No more than 240 hours of compensatory leave may be carried over from one leave year to the next. Compensatory leave in excess of 240 hours at the end of the leave year will be forfeited.

When you leave county service, you will be paid for unused compensatory leave, not to exceed 240 hours.

Sick Leave

Sick leave is to be used when you are incapacitated by sickness or injury; childbirth, placement of a child for adoption or foster care; medical diagnosis or treatment or for the necessary care and attendance of, or death of, a member of your immediate family or household. An employee who has used excessive sick leave may be required to produce a doctor's certificate.

A full-time merit employee earns four hours of sick leave per pay period, or 13 days per year. Part-time merit employees who work a minimum of 40 hours per pay period earn sick leave on a prorated basis. There is no limit to the amount of sick leave that you may carry over from one year to the next.

When you leave county service, you are not paid for unused sick leave. However, upon retirement from the county, accumulated sick leave will be credited toward your length of service. Each 172 hours of accrued unused sick leave counts as one month of service.

When it is to the advantage of the county to do so, up to 24 days of advance sick leave may be granted to merit employees. Advance sick leave must be paid back by the employee. If all sick leave has been exhausted, there is also a provision for the department head to request that the

county executive grant extraordinary sick leave of up to one-half day for each month of service. Such extraordinary sick leave does not require repayment.

Bereavement Leave

Bereavement leave, not to exceed 16 hours per leave year, may be used when a death occurs in an employee's immediate family or household. Sick leave may be granted for absences extending beyond bereavement leave eligibility, according to provisions in Chapter 10 of the Personnel Regulations.

Leave Transfer

Employees who have exhausted their sick leave and reduced their annual and compensatory leave balance to 80 hours, and who are facing an absence without pay for medical reasons, may use the leave transfer program. Through this program, co-workers may donate annual and/or sick leave to the employee in need to ensure continued income.

Employees may donate no more than 80 hours of sick leave per year (120 hours for Fire and Rescue employees who work a 24-hour shift). There is no limit on the amount of annual leave that can be donated.

Employees may also donate annual leave to co-workers who serve in the Reserves or National Guard and are ordered to, or volunteer for active duty.

Further information and forms are available from department payroll contacts.

Family and Medical Leave

Family and medical leave is available to merit employees and most exempt employees. It can be used for the birth or placement for adoption or foster care of a child; for the care of ill or disabled children, spouses, parents or parents-in-law; or when a serious personal illness prevents an employee from performing the duties of his or her position.

Family and medical leave can be any combination of an employee's sick leave, annual leave, and leave without pay for a period of up to 12 weeks within a 12-month period. Sick leave must be used in accordance with existing sick leave regulations. Only FLSA exempt employees may use compensatory leave for FMLA leave. Even if an employee uses leave without pay, health insurance will be continued during the 12-week absence for family and medical leave, with the employee paying only his or her share of the premium.

At the expiration of leave, the employee must be returned to the same or an equivalent position in the department. Leave in excess of 12 weeks may be granted at the discretion of the department head, but is not included as part of the employee's 12-week family and medical leave entitlement. All employees must follow the Family and Medical Leave Personnel Policy and Procedure Memorandum 43 which outlines FMLA eligibility certification requirements.

Injury Leave

When employees are injured while performing their duties, without negligence on their part, and are unable to return to work, they may be entitled to paid leave from the date of the injury. However, all regulations regarding injury leave must be followed or injury leave may be denied.

On-the-job injuries should be reported within 24 hours. All employees injured on the job must see a county-approved doctor who decides when he or she can return to work. An employee who does not return to work at that time may be dismissed. If your physical condition permits and an assignment is available, you may be assigned to do other work for the county until you are able to return to your original job.

Volunteer Activity Leave

Volunteer activity leave, not to exceed 16 hours per leave year, may be used to participate in volunteer activities and initiatives to support the neighborhoods in which we live and work, to include educational and charitable institutions, religious/faith-based and community service events.

Civil Leave

Employees will be granted civil leave with pay while on jury duty; when subpoenaed to appear before a court, public body or commission (except when they are a party to the suit); when performing emergency civilian duty in connection with national defense; or when unable to vote before or after work or through absentee balloting.

Military Leave

Military leave may be authorized, with or without pay, for eligible employees. If an employee is a member of the Reserves of the Army, Navy, Air Force, Marine Corps, Coast Guard, or the National Guard, he or she is eligible for up to 15 work days of paid military leave each federal fiscal year (Oct. 1-Sept. 30). For the purpose of military leave, one 24-hour shift work day equates to two military leave work days. Application for

military leave should be made immediately on receipt of official orders or training schedule.

If an employee joins the military forces of the United States, he or she will be granted military leave without pay. Employees are entitled to be restored to the position they vacated or a like position, with no loss in seniority, provided application is made to the Department of Human Resources after an honorable discharge, and provided they are physically able to perform the duties of the position.

Leave Without Pay

In special situations, employees may be permitted by their supervisor or department head to take a leave of absence without pay for a period not to exceed one year. During this period, employees do not earn annual or sick leave and they must pay the entire amount of their group health and life insurance premiums. Employees should check with their payroll contact if they plan an extended absence without pay. Upon expiration of the authorized leave without pay, employees will be returned to the position they left or another vacant position in the same class.

Administrative Leave

Administrative leave is any paid leave authorized by the county executive which is not otherwise classified. Some possible reasons for administrative leave are:

- An award for length of service or outstanding performance.
- Participation in the medical donor program.
- Facility closing for reasons such as lack of heat, water or air conditioning.
- Investigation of an alleged improper act.
- Serving as a poll worker in a county polling place.

Unscheduled Leave

Unscheduled leave granted by the county executive authorizes all employees except those designated as emergency service personnel to use their own leave to cover a period of missed work without obtaining prior approval from their supervisor. Unscheduled leave is typically authorized during snow and other weather-related emergencies. Employees taking leave must notify their supervisors of their absence in accordance with departmental policy. Employees may use annual leave, compensatory leave or leave without pay during the time unscheduled leave is in effect. Sick leave may never be used for unscheduled leave.

The Office of Public Affairs (OPA) will provide information about unscheduled leave and/or emergency administrative leave to employees. Emergency announcements will be featured on Fairfax County Cable Channel 16 and provided to area television and radio stations. For the latest emergency closing information, employees should call 703-246-SNOW (7669) or 703-817-7771, or access the county's Web page www.fairfaxcounty.gov. Employees are reminded that it is their responsibility to listen to more than one station to verify county closings and to be sure the announcement is referring to Fairfax County Government, not the school system or City of Fairfax government.

Emergency Administrative Leave

Emergency administrative leave is granted only by the county executive. It permits all merit employees except those designated as emergency service personnel to remain home or leave work early without using personal leave, when the county executive has closed county government due to inclement weather or another emergency. Emergency service personnel required to work during such an emergency receive extra compensation for such work.

Information about Weather-Related Closings and Delays

One of the ways employees can learn about weather-related closings and delays is the Fairfax County Weather Emergency Information Line. Employees can call 703-246-SNOW (7669), 703-324-SNOW (7669) or toll-free 87 SNOW FFX 1 (877-669-3391) for the latest emergency closing information. In addition, employees may call the county's Emergency Information Line, 703-817-7771 (toll-free 1-877-817-7771) for updated county closings and emergency information. The Office of Public Affairs tries to have inclement weather messages available by 5 a.m. on the day of inclement weather.

The county's Web site, www.fairfaxcounty.gov, also will feature an announcement during weather emergencies. An emergency announcement may also be sent to all employees registered on the Fairfax County Emergency Alert Network (<http://infoweb/emergency/ean>).

Cable Channel 16 is used to provide emergency messages that are scrolled across the top of the television screen and available to employees with cable television that reside in Fairfax County. These messages can include county government closings during inclement weather or instructional messages for protective actions that need to be taken. In the event of an extreme

emergency, a full-screen message will be displayed for Channel 16 viewers. Information about weather-related events also is provided to local radio and television stations, however, employees are reminded that it is their responsibility to listen to more than one station to verify county closings and to be sure the announcement is referring to Fairfax County Government and not the school system or City of Fairfax government.

Additional information about weather-related closings/delays can be found in the Weather Related Emergency Closings Guide at http://infoweb/opa/guide_for_agencies.htm. Feel free to read over the guide and contact the Office of Public Affairs at 703-324-3187, TTY 711 or the Office of Emergency Management at 703-324-2362, TTY 711 if you have any questions.

Emergency Alert Network

The EAN, or Emergency Alert Network, will alert county employees via e-mail, cell phone, pager, BlackBerry and other mobile devices that receive text messages in real-time during an emergency or major incident, such as severe weather or a terrorist attack. Authorized Fairfax County personnel will use the network as one means of communicating with employees in the event of a real emergency. Alerts will be sent to specific groups of users, or all users, depending on the type of incident. The county

strongly encourages employees to take advantage of this opportunity to receive emergency information. While new devices (pagers, cell phones, PDAs etc.) are not being generally issued to employees as part of this project, employees may register their own personal devices, in addition to devices already issued to them by their department for their core work purpose. Employees registering personal devices should check with their carrier to see if they will incur additional costs to receive text messages. These costs for personal devices are the responsibility of the employee. Employees can register for the EAN at: <http://infoweb/emergency/ean>.

In addition, employees may want to register family members on the Community Emergency Alert Network, or CEAN, which will deliver important emergency alerts, notifications and updates to county residents and the public during a major crisis or emergency. Messages are sent to e-mail accounts, cell phones, text pagers, satellite phones and wireless PDAs registered on the system. In addition, residents may register for any or all of the additional CEAN alert categories, including severe traffic, severe weather 24/7 and severe weather 8 a.m.-5 p.m., Monday-Friday. To register for the CEAN, visit www.fairfaxcounty.gov/cean.

For additional information on the EAN or CEAN, contact the Office of Emergency Management at 703-324-2362, TTY 711.

Emergency Information Line 703-817-7771, TTY 711

The Fairfax County Government Emergency Information Line provides a link to essential information during emergency events. Residents and employees may call 703-817-7771, TTY 711, to speak with staff during normal government business hours (Monday through Friday, 8 a.m. to 4:30 p.m.). During emergency events, the emergency information line operates with extended hours. At other times, callers can choose from a menu of recorded information or leave a message that will be returned the next business day. The goal of the Emergency Information Line is to provide accurate, current information to Fairfax County residents during emergency situations and also to provide preparedness information year-round. In the event of inclement weather or other types of emergencies, the county also provides updated information about government office closures, service changes and other pertinent information. Additional information may be found online at www.fairfaxcounty.gov/opa/infoline.htm, or by calling the Office of Public Affairs at 703-324-3187, TTY 711.

Emergency Information Web Page

The county's Web site includes an emergency information page at www.fairfaxcounty.gov/

emergency/, that is a valuable resource for both residents and employees. The page includes the latest U.S. Department of Homeland Security threat level, as well as resources for crisis situations, health issues, natural disasters and weather emergencies, national and state security emergencies, emergency preparedness tips for your family and much more.

Emergency Supply “Go Kits”

Employees are encouraged to keep emergency “Go Kits” in their office, home and personal vehicle.

Your office go kit should include items in case you are required to stay at your work location for an extended period of time, such as a change of clothes, flashlight, portable radio, extra batteries, blanket, first-aid kit and first-aid items, personal hygiene items, prescription medications, and contact lens and solutions. You’ll also want to make sure your go kit bag is water resistant, durable enough to withstand rough terrain and easy to carry. This kit should be in one container, and ready to “grab and go” in case you are evacuated from your workplace. Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.

After you assemble your office go kit, be sure to put one together for your home. Keep this kit in

a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept. Your home kit should contain essential food, water (one gallon of water per person, per day) and supplies for at least three days. Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content. Stock canned foods, dry mixes, and other staples that do not require refrigeration, cooking, water, or special preparation. (Be sure to include a manual can opener.) Other items to include:

- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First-aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.



Your Benefits

Your benefits as a county employee can be as important to you as your paycheck. The value of your benefits program can be worth 30 percent or more in additional compensation.

As part of your new employee orientation process, new employees are provided a copy of the Employee Benefits Plans Summary Handbook. The handbook is also available on the Department of Human Resources, Benefit Division Web page of the county's Infoweb. Benefit information also is available in the Benefit

Guide section of the online enrollment Web page (see below). Read the information as soon as possible because there are certain decisions you need to make **within your first 30-60 days of employment**

Benefits Enrollment Online

Enrollment in county benefits can be done through the county's online benefit Web page at www.fairfaxcountybenefits.benelogic.com. Benelogic is an Internet-based system and

can be accessed from any Internet connected computer. Your Benelogic user ID is the same as your county user ID (typically your first initial and the first five letters of your last name). Your initial sign-on password is the last four digits of your social security number. You will be asked to change your password when you first sign on to the site. Some benefit programs require completion of paper forms. These forms can be obtained through the county's Infoweb, under the Department of Human Resources, Benefits Division page or through the Benelogic system.

If you are enrolling your spouse or dependent children under the county's health or dental plans, you must also provide a copy of your marriage certificate, children's birth certificates, or court order documenting legal custody before the coverage will go into effect. Required documentation must be sent to the Employee Benefits Division, DHR, Suite 270, Government Center. You may also fax documentation to 703-802-8795. If faxing documentation, be sure to keep a copy of your confirmation page to document the date your fax was sent.

Both the Infoweb and the Benelogic online Web page contain links to sites that help you better utilize your benefits program, such as finding a dentist or doctor, using mail order prescription services, or to check the coinsurance amount for

certain dental procedures. On the Infoweb, you can also find tools to help you determine your tax saving for flexible spending accounts, calculate how much you need to save for retirement and even compare returns from various deferred compensation investment options.

To reach the Benefits home page, simply go to the county's Infoweb home page, click on the Human Resources link and then click on the link to the Benefits home page. On that page you will find the latest benefit news. At the top of the page is a drop-down menu where you can select a link to a particular benefit or forms.

Pre-Tax Benefit Plans

Sections 125 and 129 of the Internal Revenue Code enable the pre-tax treatment of some benefit contributions, within a qualified plan. Therefore, your employee contributions to health and dental insurance and the flexible spending account plans are exempt from FICA withholding, as well as federal and state income taxes (in most states). This pre-tax treatment increases your take-home pay. The resulting reduction in taxable income has no effect upon your county retirement benefits but may slightly reduce your monthly Social Security benefits upon retirement.

Section 125 of the Internal Revenue Code stipulates that benefit election changes are permitted only during the designated open enrollment period unless you experience a **qualifying change in status** event or special enrollment event. Examples of qualifying status events are marriage, divorce, death of a spouse or child, birth or adoption of a child, employment or termination of employment of a spouse, or change in employment status. Special enrollment events and other events allowed under Section 125 are detailed in the Employee Benefits Plan Summary Handbook. You have **60 days** from the date of the qualifying event to make election changes.

Retirement Plans

To provide its employees with financial support beyond their working years, Fairfax County has developed several comprehensive retirement systems:

Employees' Retirement System: Covers full-time general county employees, part-time employees who work 20 hours or more per week, and certain School System employees. Elected officials and their staff are eligible but not required to join.

Uniformed Retirement System: Covers all uniformed employees of the Fire and Rescue

Department, and Sheriff's Office, helicopter pilots, Animal Control Officers, and certain employees of the Department of Public Safety Communications.

Police Officers' Retirement System: Covers all sworn police officers.

A Retirement System handbook is provided to you upon employment. If you have not received this handbook in your new employee material or within your first five days with the county, please contact the Retirement Department at 703-279-8200, TTY 711. You can also obtain the handbook on the Internet at <http://www.fairfaxcounty.gov/retbrd/>.

The cost of providing retirement income is shared by you and the county. The Board of Supervisors determines the county's employer contribution based on funding requirements. The county's contribution is never refunded to terminated employees.

If you join the Employees' Retirement System, you must choose **within 30 days of your starting date the retirement plan in which you wish to participate**. By default, you are entered into Plan A. Plan A requires a 4 percent employee contribution, versus Plan B which requires a 5-1/3 percent contribution of your salary. If you select Plan B, you make a larger contribution, but the plan provides greater retirement benefits.

The choice is yours however: after 30 days it is final and binding throughout your employment with the county. Remember, **if you make no choice during the 30-day period, you will be automatically enrolled in Plan A.**

Members of the Uniformed Retirement System and Police Officers Retirement System also contribute fixed percentages of salary.

If you previously worked for Fairfax County or the county's school system, and were a member of one of the county's retirement systems, or if you are vested in another governmental retirement system in Virginia, you may be able to purchase that prior service and have it count toward service credit in the Employees' or Uniformed Retirement System. For more information, contact the Retirement Administration Agency.

At retirement, you may elect to continue your county health, dental and/or life insurance coverage, subject to the terms and conditions of each plan. You pay the entire premium for this coverage, but may be entitled to a county subsidy (depending on your age, years of service and retirement status). The county reserves the right to change or terminate the benefits provided, subsidy levels, or adjust the premiums at any time.

The responsibility for the proper operation of the retirement systems is vested in the Board of

Trustees for each system. Board members include county officials, residents, and a required number of employee members and retirees directly elected by the county employees they represent. The day-to-day administration of the systems is handled by the Retirement Administration Agency.

Social Security and Medicare Taxes

All county employees, except police officers, are covered by two federal government benefits programs: Social Security (Old Age, Survivor's and Disability Insurance OASDI) and Medicare (hospital insurance) administered under the Federal Insurance Contributions Act (FICA). Police officers are covered by Medicare only. Both you and the county make identical contributions to Social Security and Medicare. The tax amount contributed for Social Security is applied only on wages up to the taxable wage base set by Congress each year. There is no Medicare wage base. Your portion will be deducted automatically from your biweekly pay.

Your Social Security taxes pay for three kinds of benefits: retirement, disability and survivors. After a qualifying number of working years, Social Security is designed to provide a portion of your retirement income to you (or your family in the event of your death). If you have a severe physical or mental impairment that prevents you

from working, you may be eligible for Social Security disability. When you die, your widow, widower, minor children and/or dependent parents may be eligible for survivor benefits.

Medicare is a national health insurance plan for people who are 65 or older or disabled and consists of two parts—hospital insurance and medical insurance. Hospital insurance or Part A covers inpatient hospital care; medical insurance or Part B covers physicians' services and some other services not covered by hospital insurance.

Prior to retirement or if you become disabled, you should contact your local Social Security office at www.ssa.gov or 1-800-772-1213 to apply for benefits. Benefit payments are not made automatically and you must apply in advance. If you are already receiving Social Security benefits when you turn 65, your Medicare coverage starts automatically. If you are not receiving Social Security, you should sign up for Medicare before your 65th birthday, even if you are not ready to retire.

Enrollment for Benefits

If you are a merit employee scheduled to work at least 20 hours per week, you are eligible to participate in the county's benefit programs.

You must enroll in all county benefits within **60 days** from your date of appointment to a benefits-eligible position. If you fail to enroll within the time limits, you may be required to wait for the **annual open enrollment period**, unless you have a qualifying event mid-year. (Note: you have only 30 days to make your irrevocable retirement plan election). Some plans, such as optional group term life insurance and long-term disability, may require proof of good health if you apply for coverage past your initial eligibility period.

Open enrollment for health, dental and the flexible spending account programs is held in the fall of each year. During open enrollment you have the opportunity to enroll in one of the insurance plans, add or drop dependent coverage, switch from one health plan to another, or cancel insurance coverage. Changes are effective January 1. Participants in the medical and dependent care flexible spending accounts must re-enroll each year to continue participation in the plan.

There is no specific enrollment period for deferred compensation. Participants may increase or decrease, stop or start deferrals, or change plans at any time.

Health and Vision Insurance

Informational materials for the health plans offered by the county are available from department payroll contacts and the Employee Benefits Division of the Department of Human Resources. Read these carefully and choose the insurance that best suits your needs. The county pays for a significant portion of the insurance coverage, regardless of the plan chosen. The remainder of the premium is deducted from your paycheck, pre-tax. Vision benefits are included automatically for all employees who enroll with health insurance coverage.

Employees have **60 days** from date of benefit eligibility to enroll in one of the county health insurance plans. For more information, consult your Employee Benefits Summary Handbook, available on the Infoweb.

Dental Insurance

Dental insurance is available to Fairfax County employees at group rates. The county's plan provides comprehensive coverage for in and out of network providers. New employees have **60 days** to enroll in dental coverage. The county contributes 50 percent of the premium cost for all levels of coverage, individual, two-party or family.

COBRA Health Care Continuation Coverage

Participants who are enrolled in a Fairfax County health and/or dental insurance plan may be eligible for COBRA continuation coverage if coverage is lost due to a qualifying event. Coverage may be continued for up to 18, 29 or 36 months, depending on the event. The county makes no contribution toward COBRA coverage. Employees who are participating in health, life or dental insurance programs when they terminate employment will be notified in writing of the COBRA coverage rights. Contact the Department of Human Resources or refer to the Benefits Summary Handbook for more complete information.

Group Term Life Insurance

Fairfax County pays for basic group term life insurance, equal to one times your annual salary, for all benefit eligible employees. In addition, you may elect optional coverage during your first 60 days of employment equal to one, two, three or four times your annual salary, guaranteed to a maximum of \$325,000. After this time period, you may still request optional coverage during open enrollment; however, you will be required to provide proof of good health. Coverage amounts above \$325,000 require plan approval.

The maximum optional coverage available is currently \$500,000. There are also two levels of spouse/dependent term life insurance coverage available. Please review the information on the Infoweb or the online enrollment Web page for more details or check with your payroll contact for a group term life brochure.

As with all insurance policies, it is important to keep the Department of Human Resources notified of all changes in personal data, particularly beneficiary changes.

Long-Term Disability Insurance

The county offers an optional group long-term disability insurance plan which provides for partial income replacement in the event of accident or extended illness. The amount of the benefit depends upon the employee's salary and the extent to which other sources of disability income are utilized.

Enrollment forms must be submitted within your first **60 days** of benefit eligibility to be guaranteed coverage. You may apply at any time, but after 60 days you will need to meet certain medical standards. Premiums are based on age and salary. The county makes no contribution toward the cost of this insurance.

Flexible Spending Accounts

Fairfax County employees have the opportunity to participate in two flexible spending accounts: the Dependent Care Assistance Plan and the Medical Spending Account. These accounts allow you to set aside funds on a pre-tax basis to reimburse yourself for out-of-pocket dependent care or medical expenses. Because the dollars you place in these accounts are taken out of your pay before they are taxed, you lower your taxable income, thereby saving on Social Security taxes and state and federal income taxes.

As a new employee, you can elect within your first **60 days** of employment to place a designated amount of pre-tax dollars in your flexible spending accounts for the remainder of the plan year. When you submit proof of an eligible expense, you will be reimbursed from your account. Changes to your deduction amount can be made only during the annual open enrollment period, or when there is an eligible change in family circumstance. More plan information is included in your new employee orientation package, or can be found on the Infoweb.

Deferred Compensation

The deferred compensation plan provides a tax-deferred vehicle that allows employees to save additional monies for retirement. Contributions

are deducted from your salary pre-tax, and invested in the investment options you select. Maximum contribution amounts are set by the Internal Revenue Service each year.

Fairfax County offers a deferred compensation plan to all merit employees as an additional means to save for retirement. Participants authorize the county to withhold a portion of their salary, which is then invested in the fund(s) elected by the employee.

Long-Term Care Plan

The long-term care plan provides a benefit for custodial care when you are unable to perform at least two of six activities of daily living. You can choose from three core plans or you can customize your own plan. Enrollment forms must be submitted within your first 60 days of benefit eligibility to be guaranteed coverage. You may apply at any time, but after 60 days you will need to meet certain medical standards.



Employee Programs and Services

Countywide Awards

The Fairfax County awards program provides a comprehensive range of awards designed to recognize and reward varying degrees of effort and achievement by county employees.

The following awards are in the program:

- **The Onthank Award**, the county's highest award, recognizes outstanding achievement in advancing and improving public service.
- **The Outstanding Performance Award** recognizes employees who perform the duties and responsibilities of their positions in an outstanding manner.
- **The Team Excellence Award** recognizes a group of employees who perform the duties of their team assignment with unity and efficiency and whose work is generally above expectations.

- **The Managerial Excellence Award** is granted to a branch or division chief, program manager or department director to recognize outstanding leadership in customer service, team building, work redesign or overall program management.
- **The Departmental Honors Award** is a department-designed award, which can be tailored to each department's mission and can include peer awards.
- **The Length of Service Award** recognizes an employee's milestones in years of service to the county.
- **The Suggestion Award** rewards employees for suggestions resulting in cost savings, increased efficiency, and/or improved safety.
- **Retirement Recognition** is given to all retirees in appreciation for their faithful service to the county.

Information on eligibility, nominations and procedures is available in your department or from the Department of Human Resources.

Courier

Courier is the Fairfax County employee newsletter, published on most paydays and sent to all employees through interoffice distribution. Electronic copies also are available and archived on the county Infoweb at <http://infoweb/courier>. Courier contains feature articles on employees and county agencies, photographs, news briefs, important announcements about benefits and other work-related information of interest to county employees. County employees are encouraged to submit news or story ideas to the Courier editor at least two weeks in advance of the publication date. Send information to courier@fairfaxcounty.gov, mail to Courier, Office of Public Affairs, 12000 Government Center Parkway, Suite 551, Fairfax, VA 22035, or call 703-324-3197, TTY 711.

Employee Assistance Program

At some time, most of us experience problems in our lives such as family or marital difficulties, problems with alcohol or drug abuse, emotional illness, financial or legal worries, or difficulties with stress on the job. Fairfax County offers a free, confidential Employee Assistance Program (EAP) to help employees deal with personal

problems before they result in deterioration of health, family life, or job performance.

The EAP covers all county merit employees and extends to spouses and other dependents in the immediate household. It offers assessment, short-term counseling, and referral for personal problems of employees or family members. EAP also offers work/life referral services for child care, adoption, elder care resources, college planning and private school resources, health and wellness resources, preventive medicine, pet services and other convenience services.

Individuals who access EAP services will have the opportunity to speak openly and confidentially with an EAP counselor who will help to assess and define the problem, offer support and understanding, and give professional guidance and referral.

Appointments can be made with EAP counselors who have regular office hours during the work week. Employees may see a counselor during their lunch hour or before or after work. However, if the appointment is made during working hours, the employee must use personal leave.

You can contact EAP by telephone at 1-800-346-0110, TTY 703-504-4TDD, or via e-mail at www.inovaeap.com.

Alternative Dispute Resolution

Conflicts naturally arise in the workplace. They may stem from differences in communication styles, work styles, cultural frames of reference or values, preferences regarding the work environment, supervisory styles or from misunderstandings related to roles and responsibilities.

To offer support in maintaining effective, collaborative relationships among co-workers, to promote positive and productive workplace behaviors and to encourage the use of conflict resolution techniques, the county has established the Alternative Dispute Resolution Program (ADR). The program offers county employees an alternative means of addressing and resolving workplace complaints. “Workplace complaints” include complaints covered by the county’s grievance procedure as well as disputes or disagreements not covered by the grievance procedure. Mediation is the primary dispute resolution process used. It is a confidential and voluntary process, in which the parties in conflict mutually agree to meet face to face to discuss their situation and look for a solution with the assistance of a trained, impartial third party.

During mediation, all parties agree to discuss issues openly, honestly and confidentially in a courteous and respectful environment. Trained mediators guide the discussion and help the

parties develop their solution themselves. Requests for mediation must be processed through the ADR Program Coordinator who will determine the appropriateness of the issues for mediation and the willingness of the parties to explore a resolution to their conflict. To request mediation or to obtain more information, contact the office of the Alternative Dispute Resolution Program at 703-324-3349 or 703-324-3348, TTY 711.

Child Care Services

The county operates a child care center for the children of its employees and offers a variety of other child care services for Fairfax county residents.

The Employees' Child Care Center, operated by the Department of Family Services' Office for Children, is located on the first floor of the Pennino Building. The center serves children, ages six weeks to five years. It offers child care services Monday through Friday from 7:15 a.m. to 5:45 p.m. For enrollment information, call 703-324-7370, TTY 711.

The Child Care Assistance and Referral

(CCAR) program helps parents find child care and assists income-eligible parents with the cost of care. CCAR maintains an up-to-date listing of

more than 2,000 regulated child care providers and centers in Fairfax County on the Office for Children Web page at www.fairfaxcounty.gov/childcare. Visitors to the site can search by zip code and elementary school to find child care in locations convenient to home or work. CCAR also provides one-on-one help finding child care. For child care assistance, call 703-449-8484, TTY 703-222-9452.

The School Age Child Care program offers before school, after kindergarten, after school, winter, spring, and summer camp programs for children at elementary schools throughout Fairfax County. Professional child care is provided for kindergarten through 6th grade, as well as children and youth, ages five to twenty-one with multiple disabilities at two centers. For enrollment information, call 703-449-8989, TTY 711. Information is also available at www.fairfaxcounty.gov/childcare.

Cafeterias

There are cafeterias in the Government Center Building, the Herrity Building, the Judicial Center and the Public Safety Center. All serve breakfast, lunch and snacks.

More information can be viewed on the Facilities Management Department Infoweb page under Cafeteria and Vending including daily menus and prices, catering menu and hours of operation.

Government Center

12000 Government Center, Fairfax

- Main cafeteria at the Government Center Complex.
- Wide variety of selections available daily with full breakfast and lunch menus.
- Extensive catering available for parties and meetings.

Elie's Deli-Herrity Building

12055 Government Center Parkway, Fairfax

- Deli-type facility that serves full breakfast and lunch menus.
- Catering available for parties and meetings.

Judicial Center

4110 Chain Bridge Road, Fairfax

- Serves county and state employees as well as jurors and visitors.
- Full breakfast and lunch menus available.
- Catering available for parties and meetings.

Public Safety Center

4100 Chain Bridge Road, Fairfax

- Serves primarily Police and Fire and Rescue Departments.
- Small auxiliary cafeteria.
- Full breakfast and lunch menus available.

Credit Union

The Fairfax County Federal Credit Union is a cooperative association established to promote savings and provide a source of loans for its members. Persons who live, work, worship, attend school, or volunteer in Fairfax County may join by depositing a minimum of \$25 in a share savings account. Fairfax County retirees and family members of these groups are also eligible to become members.

As a member, you may take advantage of services such as direct deposit, online bill payer, ATM service, checking accounts, money market accounts, savings accounts, vacation and holiday clubs, certificates of deposit, living trust accounts, VISA cards, Roth and traditional Individual Retirement Account certificates, car loans, mortgages, home equity loans, notary service, wire transfers, and travelers checks, among other services.

The Credit Union is run by a volunteer board of directors and a supervisory committee. There

are several branches locally and Credit Union affiliates nationwide. For more information call 703-218-9900 ext. 1157, TTY 711 or visit www.fairfaxcu.org

Transportation Benefits- Parking and Ridesharing

Free employee parking is provided at all sites. Spaces are limited at some facilities. The county strongly encourages employees to vanpool or carpool. Reserved spaces are available at some work areas for vehicles with two or more riders. The Department of Transportation assists interested employees in coordinating vanpools and carpools. Call 703-324-1111, TTY 703-324-1102 for free ride-matching assistance, or for information about reserved parking for carpools and vanpools.

The county offers a transportation subsidy, commonly referred to as **Metrochek**, to all employees who commute by bus, rail, or vanpool at least three times a week. This subsidy of up to \$105 per month may be used to purchase bus, rail, and vanpool fares. For more information about the **SmartBenefits Transportation Program**, see your department payroll contact or call the Department of Transportation at 703-324-1111, TTY 703-324-1102. For information about bus or rail transit service, call the Fairfax Connector Information Center at 703-339-7200, TTY 703-339-1608.

Savings Bonds

You may wish to take advantage of the opportunity to purchase U.S. Savings Bonds through payroll deductions. Deductions may be requested in amounts ranging from \$2.50 to \$100 per pay period. Forms authorizing the purchase may be obtained from your department payroll contact or from the Payroll Division in the Department of Human Resources at 703-324-3412, TTY 703-222-7314.

Employee Fitness and Wellness

The Employee Fitness and Wellness Center is located in the Government Center, Suite 114. All current Fairfax County employees and retirees are eligible to use the facility. Membership is available for a small fee and includes use of the shower, locker rooms, classes, cardiovascular and strength training equipment. shower, locker rooms, classes, cardiovascular and strength training equipment. For additional information call 703-324-5590, TTY 703-803-3354 or send an e-mail message to EmployeeFitnessCenter@fairfaxcounty.gov.

Employees may also purchase discounted 25-visit passes for use at the Park Authority's RECenters. The centers have swimming pools, fitness centers, and more. For additional information, call 703-324-8563, TTY 703-803-3354.

Employee Community Involvement

You are encouraged to become involved in the workplace. There are many avenues for making your voice heard in the county through employee organizations, suggestion programs and informal discussions with appropriate personnel. There are also numerous ways to stay informed. NewsLink is an electronic newsletter produced by the Office of Public Affairs each morning, Monday through Friday, to share important county news and information with county employees and to conduct the county's business within its organization. Through use of this e-newsletter, efficient and timely notices and information of general interest are transmitted daily to all employees who have e-mail addresses.

Fairfax County also facilitates your involvement in programs that benefit the community with Volunteer Activity Leave. Contributions to authorized charities are encouraged and made possible through payroll deductions. The Fairfax County Combined Charitable Campaign takes place every fall.

Both the Red Cross and INOVA conduct regularly scheduled blood drives at county worksites. Locations, times and dates will be announced

through normal communication avenues. With supervisor approval employees may receive up to four hours of administrative leave when donating blood, for recuperative purposes.

8 Employee Development

Development Opportunities

It is a priority of Fairfax County to provide its employees with a variety of developmental opportunities to acquire the necessary skills and information to perform at their highest potential and to fulfill their career goals. Employee development is a responsibility shared by you and your supervisor and is part of your development plan in your Employee Performance Evaluation. Likewise, the benefits of development accrue not only to you, but also to the county and the public you serve.

The county offers a variety of employee development opportunities within three broad categories.

- **Employee Development and Learning**

Program: This program identifies leadership competencies for all employees at all levels throughout the organization supporting the county's philosophy that "leadership can happen at every level." The program consists of a training resource catalog and course schedule both of which can be found on the Infoweb at

<http://infoweb/hr/training>. These trainings are open to all employees with approval from their supervisors. This program includes courses designed for employee participation at no cost to you or your department. (Program details below).

- **Department Specific:** Each department provides development opportunities specific to its unique professional needs. This training is provided by the employee's department and is generally more technical in nature, focused on the skills, knowledge and abilities associated with the employee's position and work of the department. Contact your supervisor and your department training coordinator for complete information.


- **Technology Training:** The Department of Information and Technology provides training that is designed to get employees the specific information technology (IT), and systems training they need to perform their work. Courses are provided on a wide variety of subjects and computer programs and can be taken in the classroom as well as through self-paced Internet instruction. Contact your supervisor and your department training coordinator for complete information as some of these courses have a cost to the department associated with them.

For current schedules and course information use the county's Learning Management System (LMS). Many of the courses are available for self registration; however, employees can also select training courses with the help of their department training coordinator and permission of their supervisor. Training announcements are available through the Infoweb, Newslink and the Training Resource Catalog.

Employee Development & Learning Program

The Employee Development & Learning Program has six categories (tracks) that are designed to assist employees in identifying development areas that are important to their work within the County:

- New Hire
- General Employee
- Emerging Leader
- Manager
- Executive
- Additional Employee Development Resources

 COUNTYWIDE COMPETENCY MAP FOR EMPLOYEE DEVELOPMENT Promoting Continuous Learning – “Leadership Can Happen at Every Level!”				EXECUTIVE (Focus Areas)	LEADING ORGANIZATIONS <ul style="list-style-type: none">▪ ENTREPRENEURSHIP▪ EXTERNAL AMIABLENESS▪ INNOVATION▪ DEVELOPING LEADERS▪ RISK TAKING▪ STEWARDSHIP▪ STRATEGIC THINKING▪ VISIONING
			New & Experienced Managers <ul style="list-style-type: none">▪ FINANCIAL MANAGEMENT▪ PROCESS MANAGEMENT▪ PROJECT MANAGEMENT▪ STRATEGIC MANAGEMENT		MANAGING RESOURCES
			EMERGING LEADER <ul style="list-style-type: none">▪ BUILDING COALITIONS▪ CULTURAL COMPETENCE▪ HUMAN CAPITAL▪ MANAGING CHANGE▪ PERFORMANCE MANAGEMENT▪ POLITICAL AMIABLENESS▪ WORKFORCE PLANNING		MANAGING PEOPLE
			GENERAL EMPLOYEES <ul style="list-style-type: none">▪ ALIGNING VISION/VALUES▪ COLLABORATIVE LEADERSHIP▪ CONFLICT MANAGEMENT▪ CREATIVITY▪ FLEXIBILITY▪ PARTNERING▪ SYSTEMS THINKING▪ TEAM BUILDING		BUILDING CAPACITY
					MANAGING SELF
					CONTINUOUS LEARNING

NEW HIRE: This track is designed to prepare new employees for their career with Fairfax County. By developing in the competencies listed below, new employees will be exposed to introductory information such as benefits, compensation, policies and regulations that are essential for working in Fairfax County. This track also goes further to explore the county's mission, vision, desired behaviors and conduct; including opportunities to meet the county's leadership. The intent of this track is to set the expectation for continuous learning for all county employees.

Recommended for: an employee within their first year of employment with Fairfax County Government. The intent is to have the employee complete the mandatory training by the six-month review, leaving the remainder of the first year to focus on departmental/job-specific skills development.

Competencies:

- Vision Elements & Employee Vision Statement
- Guiding Principles, Ethics and Leadership Philosophy
- Countywide Behaviors

GENERAL EMPLOYEE: The General Employee competencies focus on the concept of managing

self. Employees will gain skills and knowledge that will allow them to be accountable for their actions and to work effectively with the residents they serve and their fellow employees. Specific skill building in conflict resolution, customer service and teamwork ensures that the General Employee has the tools to overcome barriers that may have an adverse effect on interpersonal relationships.

Recommended for: Non-managerial employees who successfully perform work in county business areas in order to support the county's vision and mission.

Competencies:

- Accountability
- Conflict Resolution
- Customer Service
- Diversity Awareness
- Effective Communication
- Problem Solving
- Teamwork

EMERGING LEADER: The Emerging Leader track is intended to build capacity in those employees who are striving to be leaders in Fairfax County. Employees who take courses at the emerging leader level will be expected to use these competencies in running projects, working across the county, and working with their peers.

The courses for this track are designed to help support the county in its effort to become a high performing organization. Employees will have opportunities to learn more about their own potential as a leader, as well as hearing from the leadership in the county.

Recommended for: An employee who aspires to make improvements in the way we do things here in the county and without supervisory capacity they influence others to perform higher.

Competencies:

- Aligning Vision & Values
- Collaborating Leadership
- Conflict Management
- Creativity
- Flexibility
- Partnering
- Systems Thinking
- Team Building

MANAGER: Successful Managers in Fairfax County require competency in the areas of managing resources and people. To develop and lead people, managers need to be competent with human resource management and managing change. To make effective decisions with our resources, new and experienced managers must know how to manage finances and projects responsibly and strategically.

Recommended for:

New Manager– For employees who are new to supervising programs or others’ work (some of these courses were formerly addressed through the original Emerging Leader Course).

Experienced Manager – For employees who are members of the department’s leadership teams, strategic planning teams, succession planning teams, work force development teams, and other similar managerial and leadership roles.

Competencies:

- Financial Management
- Process Management
- Project Management
- Strategic Management
- Building Coalitions
- Cultural Competence
- Human Capital Management
- Political Awareness
- Managing Change
- Work Force Planning
- Performance Management

EXECUTIVE: To successfully lead our organization, our executives, department directors, assistant directors and branch chiefs, (top leadership) are required to think strategically about creating vision, and innovation while developing county leaders and being stewards

of our resources. This competency track allows for the development of the skills needed to lead, promote, and develop our county government.

Recommended for: county executive, deputy county executives, department directors, assistant directors and division chiefs

Competencies:

- Entrepreneurship
- External Awareness
- Innovation
- Developing Leaders
- Risk Taking
- Stewardship Orientation
- Strategic Thinking
- Visioning

Additional Employee Development Resources

The Administrative Resource Team (ART) is a cross-department team composed of representatives from the county's administrative support staff, working cooperatively to encourage the county to make an investment in administrative staff by providing opportunities for professional growth and development.

ART collaborates to plan, design and coordinate employee and career development programs,

including lunchtime training programs and networking opportunities. Annually, ART sponsors a daylong employee development conference, which is open to all support staff. The team also participates in various countywide projects such as helping with classes for administrative employees. For more information please visit the ART Web page: <http://infoweb/hr/art/default.htm>.

COG IRE: The Metropolitan Washington Council of Governments Executive Development Program: COG invites supervisory or managerial personnel at the senior professional level such as managers, division chiefs, department heads, and directors to participate in the 12-month Executive Development Program. For more information on this certificate program including how to apply please visit <http://infoweb/LEAD/documents/CogBrochure.pdf>.

Employee Lending Library for Video and Instructional Services (ELLVIS): The Department of Human Resources, the Department of Cable Communication and Consumer Protection and the Fairfax County Public Library have teamed up to provide a training video lending library. More than 4,000 videos are available to employees to check out for individual development or to use as part of staff development. Wide varieties of topics are now

cross listed by competencies from the Employee Development & Learning Program and include: statistics, Spanish, childcare, computer software, project management, and using the Internet. Tapes vary in length from a few minutes to semester-length courses.

The Employee Lending Library for Video Instructional Services (ELLVIS) is located in the Government Center, Suite 329. Tapes can be previewed and checked out weekdays from 9:00 a.m. to 4:30 p.m. They can also be requested by phone, fax or e-mail. Videos may also be sent to your worksite by interoffice mail. The lending period is typically 21 days, but special accommodations can be made for tapes requiring longer check out periods. The borrower is responsible for material lost or damaged. For more information, call 703-324-8318 or click on the Library's home page on the Infoweb.

FCTN TV: The Fairfax County Training Network (FCTN) is the county's closed circuit television channel, available at more than 300 county work locations. FCTN TV provides training ranging from new employee orientation to computer training and live satellite teleconferences. Department directors and training coordinators receive monthly listings of FCTN programming. An on-air guide is also available. To see upcoming programs and highlights visit <http://infoweb/hr/training/fctntv.pdf>.

GMU Fellows: Masters of Public Administration

(MPA): The Fellows Program is a partnership between Fairfax County and George Mason University. It is a two-year program consisting of 12 courses which will result in a Masters of Public Administration (MPA). It has been designed to provide a series of academic and work-related experiences to distinguished local government employees. Additional information can be found at <http://infoweb/LEAD/fellows.htm>.

Millennium Forum: The Millennium Forum is a unique series of seminars that address the current trends and issues that may affect county services and programs. These seminars encourage county employees to think strategically while anticipating the changing needs of Fairfax County residents. The series presents nationally recognized speakers and experts in various topics such as technology, popular culture, public private partnerships and the economy. Aligning with the Employee Vision Statement, the Millennium Forum series challenges employees to "shape the future." To find the current scheduled seminars, go to the following link: <http://infoweb/mfs/default.htm>.

Toastmasters International: Toastmasters is dedicated to helping improve speaking and leadership skills that help enhance both professional and personal lives. The mission of Toastmasters is to provide a mutually supportive

and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self-confidence and personal growth. There are four county sponsored Toastmasters clubs located throughout the county which usually meet at lunchtime. For more information on each of the clubs and how to join visit: <http://infoweb/hr/training/Toastmasters.htm>.

Tuition Assistance Program: The Department of Human Resources provides tuition reimbursement through its Tuition Assistance Program (TAP) and Language Tuition Assistance Program (LTAP) as funding allows.

TAP and LTAP are open to merit employees who work at least 20 hours per week and are eligible for other county benefits such as health and life insurance and retirement. Course work must be career-related and taken through an accredited institution. For LTAP, in addition to the above, the foreign language skill, including American Sign Language or English (if English is your second language), must be needed to perform your job, and must be approved by the supervisor. Funds are awarded annually. Instructions and application forms can be found on the Human Resources HR Central page on the Infoweb. Employees selected to receive reimbursement must successfully complete their course work. Reimbursement is for tuition only and is limited to one course per

term per employee up to a maximum of two terms per year (the number of terms per year depends on the amount of funding available). For more information, contact HR Central at 703-324-3311, TTY 703-222-7314.



Health and Safety

Workplace Security

Fairfax County is committed to providing a safe and secure work environment for all employees and visitors. The county provides security coverage at many county facilities and a security committee regularly assesses the need for both short-term and full-time security coverage at other facilities. Each employee is also responsible for supporting the security program by taking reasonable precautions which include, but are not limited to:

- Keeping valuable items and documents secure.
- Reporting any unusual incidents.
- Questioning any unusual activity or unknown visitors.
- Controlling access to office areas.
- Securing offices when not occupied.
- Avoiding isolated areas when alone.
- Knowing what to do and where to go in an emergency.

Many departments provide security awareness training throughout the year.

Violence in the Workplace

Incidents of workplace violence are growing at an alarming rate across the nation. In an attempt to heighten awareness of this problem, and to provide guidance to employees should an act of workplace violence occur, the Office of the County Executive has established a Policy and Procedural Memorandum for addressing incidents of workplace violence. It is administered by the Risk Management Division of the Department of Finance. The guidelines describe requirements of countywide reporting, and mandate training for all employees and volunteers.

Fairfax County is committed to maintaining a safe work environment and preventing violence in the workplace. Any threats or acts of violence or behavior that is disruptive of workplace activities are strictly prohibited. All incidents or suspected incidents of workplace violence should be reported immediately to the manager/supervisor on duty, which will ensure that a prompt and thorough investigation of the alleged incident is conducted. Questions about these guidelines, outlined in Procedural Memorandum 06-01, should be directed to the Risk Management Division, at 703-324-3040, TTY 1-800-272-9268

ID Cards

Fairfax County government identification cards are issued to all employees. To have a card made, you will need proof of identification and a Request for Employee Identification Card form completed by your supervisor. Check with your payroll contact for schedule and location to be photographed for the card.

Smoking Policy

The county is concerned about the health and welfare of its employees and is responsible for providing a work environment that does not present a health or safety hazard to employees or county residents. Therefore, smoking is prohibited in all county buildings and vehicles. There are no designated smoking areas. See your supervisor if you have any questions.

Workplace Safety

The safety rules in each department and safety regulations of the county are available at each worksite and should be carefully followed. A safe environment and careful employees combine to prevent accidents and injuries.

Under the Virginia Occupational Safety and Health Act (VOSHA), Fairfax County must provide a place of employment free from

recognized hazards that may cause injury or death. Employees must comply with the safety and health guidelines of the county and state.

Hazardous conditions should be immediately brought to the attention of your supervisor. If not corrected, they should be reported to the safety manager in the Risk Management Division of the Department of Finance.

On-the-Job Injuries

Even under safe conditions, injuries sometimes occur. You must report any job-related injury or illness immediately to your supervisor, no matter how minor you think it is. Failure to report an injury within 24 hours may result in a denial of injury leave.

The county maintains a list of authorized physicians. State law requires that you choose a physician from this list if you are injured on the job. A copy of this list is posted at your work location or is available from your supervisor. Your supervisor will give you a Medical Status Report form for completion by the physician.

You will need to get regular medical care and have the authorized physician complete a Medical Status Report for each visit. This report should be turned in to your supervisor

immediately (within 48 hours), so that if you are approved for injury leave, your salary can be continued without interruption.

You may not change doctors without written approval from the Risk Management Division of the Department of Finance. The appropriate form for requesting a second opinion or change of physician is available from your supervisor or on the Risk Management web site. If emergency treatment is necessary, choose an emergency care facility from the authorized list or go to the nearest hospital emergency facility. Questions about your claim should be directed to the Risk Management Division. For further information regarding job-related injuries and Workers' Compensation benefits, as well as automobile accident claims, contact the Risk Management Division at 703-324-3040, TTY 1-800-272-9268.

Workers' Compensation

All county employees are covered by the provisions of the Virginia Workers' Compensation Act. You are protected from your first day of work for injuries or illnesses that are deemed compensable under the Act. If your injury or illness is found to be compensable, you are entitled to medical care and compensation based on two-thirds of your weekly wage up to the state maximum. However, this is

supplemented by the county's injury leave benefit which, subject to your eligibility, provides full salary for up to a year's disability. If you are injured on the job, you should find out about your rights and obligations by contacting the county's Risk Management Division at 703-324-3040, TTY 711 or the Workers' Compensation Commission of Virginia at 1-877-664-2566, TTY 711.

The county is self-insured for Workers' Compensation benefits. Claims are handled by a third-party claims administrator. For information regarding the claims provider contact the Risk Management Division.

Driving on the Job

Certain employees operate county vehicles in order to perform their jobs, or while representing the county on official business. You must hold a valid driver's license to drive a county vehicle. If you operate a county vehicle on a regular basis as part of your job, you will be required to sign a release authorizing the county to obtain your driving record transcript from the Department of Motor Vehicles.

While driving, you are required to obey all traffic laws and drive defensively. The driver and the front seat passengers of a vehicle are required by law to use safety lap belts and shoulder harnesses. For

a complete listing of driver safety requirement please contact the Risk Management Division.

There is an Accident Report Kit in the glove compartment of each county vehicle. The kit includes forms and procedures to be followed if an accident occurs.

The county does not insure employees' personal vehicles for damages sustained while used for county business. As a result, when possible it is strongly encouraged that vehicles from the county's pool be used to conduct business. In the event of an accident, contact your own insurance company. You are covered under a county liability policy, but only for auto liability in excess of your own policy coverage. Fill out the Fairfax County Vehicle Accident Report form and submit all copies to the county claims manager in the Risk Management Division. The use of motorcycles for county business travel, with the exception of police officers in the performance of their duties, is strongly discouraged.

Commercial Motor Vehicle Safety Act

The Commercial Motor Vehicle Safety Act (CMVSA) applies to all county employees who operate vehicles that: have a gross weight rating of 26,001 or more pounds; are designated to transport 16 or more people; or are used to

transport hazardous materials. Drivers of fire-fighting equipment and emergency vehicles are exempt while performing emergency service duties.

All employees who drive commercial motor vehicles for Fairfax County will be required to obtain a Medical Examiner's Certificate (medical card). All employees must successfully undergo a physical examination to obtain the medical card. The medical card is to be carried at all times by the employee when driving a commercial motor vehicle.

Employees who drive these types of commercial vehicles, including auto mechanics that test drive such vehicles and individuals who load them, must meet the requirements for a **Commercial Driver's License (CDL)**. Such employees are also subject to the drug/alcohol testing requirements outlined in this chapter of the handbook. Further information is available from your supervisor.

Drug-Free Workplace

Fairfax County is committed to maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace is specifically prohibited. As a condition of your continued employment

with the county, you are expected to adhere to this policy. You should know that violation of this rule is a serious offense and could lead to discipline, including suspension from work or discharge from county employment. Furthermore, if you are convicted of violating any drug statute for offenses that occurred at work, you are expected to notify your supervisor no later than five days after your conviction. If you do not notify your supervisor, you will also be subject to discipline, up to and including suspension or discharge from county employment.

The county has contracted with an Employee Assistance Program (EAP) to provide confidential assistance to employees and their families who suffer from a wide variety of problems. You are encouraged to contact EAP if you are experiencing problems with alcohol or drug abuse. All conversations with the EAP counselor will be held in strict confidence unless you request otherwise. Please consult your supervisor or the Employee Relations Division in the Department of Human Resources if you have any questions or concerns about the county's policy on drugs or alcohol in the workplace.

Alcohol/Drug Testing for Commercial Drivers' License Holders

Under federal regulations, the county is mandated to perform drug/alcohol testing for employees who are required to have a commercial driver's license (CDL) and who perform safety-sensitive functions for Fairfax County. Requirements include pre-employment, random, reasonable suspicion, return to duty and follow-up tests (following a positive test result).

Employees who must be tested will be provided written information on testing requirements and an opportunity to ask questions at the time of employment. Questions on drug/alcohol testing for CDL holders should be directed to your supervisor or the Risk Management Division. Positive tests will result in disciplinary action to include dismissal. The disciplinary action taken will be determined by the department.

Alcohol/Drug Testing – General

Other than for commercial drivers' license holders referenced earlier, and public safety employees, Fairfax County Government does not conduct pre-employment or periodic alcohol or drug testing. However, if a supervisor observes impaired performance of an employee suspected of alcohol or drug use, the employee will be requested to take alcohol or drug tests at the county's expense. The employee has the right to refuse such a test, but he or she then may be subject to disciplinary action for failure to comply with supervisory direction. The disciplinary action taken depends on the severity of the offense, departmental policies, and the employee's work history.

Employees who acknowledge a chemical dependency are encouraged to take advantage of appropriate treatment services including the county's Employee Assistance Program.

10

Your Rights and Responsibilities

Employee Conduct

The county's Merit System provides you with many protections and benefits. In return, you have certain responsibilities as a county employee. Your conduct should be guided by the Standards of Conduct and the Code of Ethics which are located at the end of this handbook.

As a public employee, you are employed by the residents of Fairfax County. It is important that

your behavior reflects favorably on the county.

To many residents, you as an individual are the Fairfax County Government. Your aim should be to provide courteous and efficient service, regardless of the inquiry, complaint or demand made. However, if you are subjected to excessive abuse, you should report the incident to your supervisor.

When dealing with the public, you should:

- Greet people pleasantly and courteously.
- Listen attentively and patiently, getting all the facts regarding the request.
- Provide information, service and/or refer them to the proper source.
- Follow up when necessary.

Anti-Discrimination Policies

The county's anti-discrimination policy and the Personnel Regulations expressly prohibit any county employee from discriminating against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, or retirement on the basis of race, color, sex, marital status, creed, religion, national origin, age or disability.

County policy also expressly prohibits any employee from retaliating against any employee with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, or retirement because the employee:

- Has used or has participated in the county's grievance procedure.
- Has complied with any law of the United States or of the Commonwealth of Virginia.
- Has reported any violation of any such law to a governmental authority.
- Has sought any change in the law before the Congress of the United States or the General Assembly of the Commonwealth of Virginia.
- Has reported any incident of fraud, abuse, or gross mismanagement to the Board of Supervisors, the county executive or other governmental authority.

Anti-Harassment Policy

The harassment by any county employee of applicants for employment or employees on the basis of race, color, sex, gender, marital status, creed, religion, national origin, age, disability, political or union affiliation or pregnancy, childbirth or other related medical condition, including, but not limited to, sexual harassment (all as defined and protected by applicable law and regulations) is illegal and will result in disciplinary action. Such harassment may include, but is not limited to; (1) "teasing," or making jokes; (2) continued or repeated verbal abuse; (3) the use of epithets; (4) degrading comments about an individual or any aspect of

his or her appearance; (5) the display of offensive objects or pictures; and (6) other conduct that an individual might reasonably find to be offensive relating to any of the grounds set forth above.

This anti-harassment policy applies to county employees, vendors, residents and any other person doing business with the county. Any county employee who feels that he or she has been subjected to any form of harassment from another county employee, vendor, resident or any other person doing business with the public may file a complaint.

Sexual Harassment

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical of a sexual nature when: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to, or rejection of, such conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to demands for sexual favors. It may also include, but is

not limited to, such actions as: (1) sexually-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or any aspect of his or her appearance; (5) the display of sexually explicit or sexually suggestive objects or pictures; (6) subtle or overt pressure for sexual activity; and (7) inappropriate physical contact.

Complaint Procedure

The county is strongly committed to maintaining a workplace that is free from illegal discrimination, harassment, or retaliation. The county strongly encourages the reporting of all incidents of discrimination, harassment or retaliation prohibited by the terms of the policies set forth in this chapter and county policy, regardless of the identity of the offender.

Any county employee who believes that he or she has been the victim of illegal discrimination, harassment, or retaliation in violation of the terms of the policies set forth in this chapter should immediately notify one of the following: (1) his or her immediate supervisor; (2) another supervisor in his or her chain of command; (3) his or her department director; or (4) the director of the Office of Equity Programs.

The county will promptly conduct an investigation and will maintain confidentiality to the extent possible given the county's duty to investigate such complaints. Anyone who is determined to have engaged in discrimination, harassment, or retaliation in violation of any law or of the policies set forth in this Chapter and county policy will be subject to appropriate disciplinary action, up to, and including, separation from county employment.

Conflict of Interest/Outside Employment

County employees are responsible for ensuring that they do not become involved in any employment or activities that may create a conflict of interest with their county jobs. You may not engage in any employment activity or in a private or official capacity that interferes with the full discharge of your county duties.

You are encouraged to participate in civic and professional organizations if it does not adversely affect your role as a public employee. Employees who wish to accept outside employment must obtain approval from their department.

Employees Advisory Council and Employee Organizations

The Employees Advisory Council (EAC) is the official voice of county employees. The EAC was

established by the Fairfax County Merit System Ordinance to provide a continuing medium through which employees may contribute their advice and suggestions for the improvement of the career merit system and other aspects of county government. Members of the EAC represent designated groups of county employees and serve to assist with employee issues.

The council serves as a link between employees and county officials, and meets regularly with the human resources director and the county executive. In an effort to contribute to employee well-being and morale, the EAC may sponsor voluntary recreational or other activities.

Other Fairfax County employee associations, operating in an unofficial capacity, represent personnel in various agencies. The organizations' activities range from charitable, community and social functions to assisting members with job-related concerns. You have the right to join or refrain from membership in these organizations.

Political Activity

County employees are free to exercise their rights to join political organizations, vote as they choose and express their personal opinions. You are protected against coercion, intimidation and discrimination because of your political activities.

The Merit System Ordinance states that any county officer or employee seeking public office shall resign his or her position. An exception may be made if prior to becoming a candidate, an advisory opinion is obtained from the Commonwealth's Attorney and the department head, permitting continued employment.

Disciplinary Actions

You may be disciplined for violation of county or departmental rules, insubordination, or for other just cause. Types of disciplinary action include oral and written reprimands, suspension, disciplinary demotion or dismissal. Unless you are involved in a serious offense, you may expect to be counseled before more serious action is taken.

A merit employee who has completed the initial probationary period and is suspended, demoted or dismissed is entitled to receive advance written notification of the proposed disciplinary action and his or her appeal rights. Probationary employees are not covered by the county progressive discipline policy and have no appeal rights unless there is an allegation of illegal discrimination.

Grievances

Should you encounter a problem concerning a condition of employment or treatment by

management or other employees, bring the matter to the attention of your supervisor. If you are unable to resolve the matter to your satisfaction after informal discussion, you may investigate the possibility of using the county's grievance procedure. Access to the grievance procedure (except for discrimination complaints) is limited to merit employees who have completed their initial 12-month probationary period.

The grievance procedure consists of a series of meetings with various levels of management in an attempt to resolve the complaint. Grievable issues which are not handled to your satisfaction within your department may go to the Civil Service Commission for hearing.

Not all matters are covered by the grievance procedure. Some nongrievable issues include the contents of personnel regulations and ordinances and the setting of wages, salaries and benefits.

Timeliness of filing complaints is critical. In most cases, the grievance must be initiated within 20 business days of the event. Instructions on the grievance procedure, as well as the appropriate forms, are available on line and from the Employee Relations Division, Department of Human Resources or the Office of Equity Programs.

Discrimination complaints are filed with the Office of Equity Programs in the Office of the County Executive. Merit employees, including those who are probationary, are eligible to grieve discrimination on the basis of age, sex, sexual harassment, race, color, religion, national origin, disability, and marital status, political or union affiliation. These complaints also may be filed with the U. S. Equal Employment Opportunity Commission (EEOC).

Employees also should read the sections on the Employee Assistance Program and the Alternative Dispute Resolution Program for assistance with grievances.

Personnel Files/Records

Personnel files containing employment information on each employee are maintained in the Department of Human Resources. The confidentiality of your personnel file is protected by the Privacy Act of Virginia. Access to your records is limited to the human resources director, authorized supervisors and persons to whom you have given written permission.

You have the right to review your personnel file. Proper identification will be required.

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Information Technology Policy

Prohibitions in Uses of Technology

Fairfax County Government information resources are intended for use in carrying out government business. The county expects ethical and responsible behavior in the use of its information resources. Use of all information technology resources is subject to these acceptable use requirements, as well as to all other applicable county policies and state and federal laws. This list is meant to be illustrative, not exhaustive.

These prohibitions include, but are not limited to:

- Intentionally access, download, create, print, store or transmit material which Fairfax County may deem to be offensive, indecent or obscene.
- Pursuing personal profit or gain, engage in unauthorized outside employment or conduct a personally-owned business using county information resources.

- Connecting personally-owned equipment or devices, including, but not limited to, MP3 players, iPods, PDAs, memory drives, mobile phones or cameras, to the county network in any manner.
- Sharing their Fairfax County account(s), passwords, Personal Identification Numbers (PIN), security tokens, or similar information or devices used for security identification and authorization purposes.
- Installing or using peer-to-peer or other information sharing software on Fairfax County Government systems unless approved by the Department Information Technology (DIT) Security Office.
- Creating, maintaining or participating in Web logs (blogs) or Wikis using Fairfax County systems unless explicitly authorized to do so by senior management.
- Downloading, or otherwise participating in, non-county produced podcasts without explicit authorization by DIT.
- Sending harassing or intimidating e-mail or messages.
- Creating and exchanging of information in violation of copyright laws or contractual obligations.
- Posing as anyone other than oneself when sending e-mail or messages, except when authorized to send messages for another when serving in an administrative support role.

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As You Leave The County

Resignation

To resign in good standing from competitive service, you should notify your immediate supervisor at least 10 business days prior to the last day of work. Failure to do so may be noted in your personnel record and may result in loss of re-employment rights and the loss of annual leave equivalent to the time needed to make up the 10 days.

Leave Payoffs

When you terminate or retire from the county, you are paid for your accumulated annual leave and compensatory leave. Compensatory leave payoffs are limited to 240 hours (or 336 hours for 24-hour Fire and Rescue shift personnel). You are not compensated for accumulated sick leave, but it is used in the calculation of your retirement.

Your leave payoff is usually received two weeks after your last pay.

Only Social Security, Medicare, federal taxes, and state taxes for Virginia, Maryland, West Virginia, or the District of Columbia are withheld from your leave payoff. Current tax regulations consider lump sum payments for leave as supplemental wages and mandate federal income tax withholding at the rate of 25 percent. State income taxes also are withheld at the appropriate supplemental rate.

A leave payoff can affect your monthly Social Security benefits. If you plan to start receiving Social Security benefits prior to reaching your full Social Security retirement age, the Payroll Division will prepare a letter on your behalf detailing the value of your leave payoff that was earned in prior years. This may reduce the impact the leave payoff could have on your monthly Social Security benefits.

Continuation of Health Insurance

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires the county to offer qualified beneficiaries the right to extend their health insurance after certain qualifying events. A qualifying event is

termination of employment, marriage, change in employment status, death, divorce, child losing eligibility for coverage, etc.

Employees who terminate employment may elect to continue their health insurance for up to 18 or 29 months following termination of employment. The 29-month period is only available to employees or covered dependents who were disabled for Social Security purposes within the first 60 days of the 18-month COBRA continuation period.

In addition, spouses and dependent children of employees may elect to continue their health insurance for up to 36 months in the case of the employee's death or divorce. COBRA coverage may be discontinued if you should become enrolled under another group health plan.

Participants must pay the full monthly insurance premium (no county contribution) plus a small administrative fee. Employees who meet the disability criteria will have a premium rate of 150 percent for the additional 11 months of continuation coverage.

Reinstatement

If you resign in good standing after completing your 12-month probationary period, but do

not retire, you are eligible for consideration for reinstatement for one year from the effective date of your resignation. With the approval of the department head, you may be reinstated within that year to your former position or to another position in the same class if a vacancy exists.

Unemployment Insurance

Fairfax County is required by law to cover all eligible employees with unemployment insurance. However, unemployment insurance benefits are handled by the State of Virginia, not Fairfax County. If you are terminated under certain circumstances, you may be eligible for unemployment compensation. Your questions regarding this matter should be directed to the Virginia Employment Commission.

Retirement

If you plan to retire from the county, you should contact the Retirement Administration Agency approximately two months before your retirement eligibility date. At that time, you will be provided with an estimate and a retiree handbook which contains comprehensive information and application materials.

Your first monthly retirement check will generally arrive within six to eight weeks after

your last day of work. Retirement checks are paid the last business day of each month.

Retirement Refund

If you resign prior to becoming eligible for retirement, you may receive a refund of your contributions and interest, if applicable. You may also choose to defer taxes on your refund by having the Retirement Department transfer your funds directly into an Individual Retirement Account (IRA) or other employer's plan that will accept the contributions. The county's contribution is never included in a refund or direct transfer.

If you have at least five years of service, you may elect to leave your contributions in the system and you will receive a lifetime benefit with annual cost-of-living adjustments beginning when you turn 65 (age 55 for members of the Uniformed and Police Officers Retirement Systems).

If you later return to work in a position covered by the same retirement system after previously withdrawing your contribution, you may buy back your prior service. You may also be able to purchase prior service from another Fairfax County retirement system, from Fairfax County Public Schools, or from another government retirement system in Virginia. Contact the

Retirement Department for details. If, however, you leave your contributions in the system, and later return to work in a position covered by the same retirement system, you must continue in the same retirement system, you must continue in the same plan (A or B) you chose during your original employment.

Deferred Retirement Option Program (DROP)

DROP provides the ability for an employee to retire for purposes of the pension plan, while continuing to work and receive a salary for a period of three years. During the DROP period, the pension plan accumulates the accrued monthly benefit into an account balance identified as belonging to the member. When the employee terminates he or she will choose from several distribution options for receipt of the DROP account balance.

Returning Retirees

If you retire from Fairfax County and wish to return to county employment, you must check with the Department of Human Resources, Payroll Division and the Retirement Administration Agency regarding restrictions on the reemployment of retirees.

Prohibitions Regarding Future Employment Activities

For one year after your employment with Fairfax County ends, you may not be involved in certain activities in your subsequent employment.

You may not assist anyone (other than another governmental department) for remuneration with respect to any proceeding, application, case, contract or other matter you personally or substantially participated in while in county service, if your participation as a county employee involved a decision, approval, or recommendation with respect to the matter. However, these provisions do not restrict a former county employee who was laid off as a result of the award of a privatization contract from accepting employment with the contractor who is awarded the contract, unless he or she was involved personally and substantially in the selection of the contractor.

Employees with questions on these restrictions should contact the Employee Relations Division of the Department of Human Resources, who will consult the county attorney and county executive, if necessary.

Code of Ethics

For the Merit Service of Fairfax County, Virginia

Fairfax County Code of Ethics is intended to inspire a superior level of conduct, sensitivity and sound judgment for all employees. The code is intended to complement, not replace, all professional code of ethics. Employees should be aware of and abide by their respective professional values and requirements. All employees must perform their designated function in a manner that reflects the highest standards of ethical behavior. All employees must uphold their responsibility as trusted public servants. All employees are obligated to respect, honor, and uphold the Constitution, laws and legal regulations, policies and procedures of the United States, the Commonwealth of Virginia, and the County of Fairfax.

The Code of Ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship, and Trust.

I. Honesty: Be truthful in all endeavors; be honest and forthright with each other and the general public.

II. Public Service: Ensure all actions taken and decisions made are in the best interest of the general public and enrich and protect quality of life.

III. Respect: Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and in Fairfax County; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.

IV. Responsibility: Take responsibility for actions; work a full day; conduct all workplace actions with impartiality and fairness; report concerns in the workplace, including violations of laws, policies and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.

V. Stewardship: Exercise financial discipline with assets and resources; make accurate, clear and timely disclosures to the public; maintain accurate and complete records; demonstrate commitment to protecting entrusted resources.

VI. Trust: Build regard for one another through teamwork and open communication; develop confidence with the public by fulfilling commitments and delivering on promises.

Standards of Conduct

All employees, regardless of grade, title or length of county service **are expected to adhere to the following Standards of Conduct.**

Violation of the Standards of Conduct is grounds for disciplinary action up to and including dismissal.

Leave and Attendance

Employees are expected to:

- Comply with rules and regulations governing hours of work, absences, use of leave.

Employees are prohibited from:

- Failing to report to work as scheduled without proper notice to supervisor.
- Leaving work without permission.
- Arriving late for work on a consistent basis.

Personal Behavior and Conduct

Employees are expected to:

- Demonstrate professionalism and support the county's commitment to excellent customer service at all times.

- Exercise courtesy, respect and tact when dealing with fellow employees and the public regardless of age, race, color, religion, sex, national origin, marital status, disability or sexual orientation or any other factor unrelated to the impartial conduct of county business.
- Comply with a proper order of an authorized supervisor.

Employees are prohibited from:

- Harassing fellow employees, county vendors, or members of the public on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or any other characteristic now or hereafter protected by federal, state or county law. This prohibition includes, but is not limited to, sexual harassment.
- Engaging in rude or unprofessional behavior or disorderly conduct even if the behavior is not expressly forbidden by regulation or law.

- Using racial, sexist or ethnic slurs or other language that disparages any person on the basis of age, race, color, religion, sex, national origin, marital status, disability, or sexual orientation.
- Being convicted of a crime that is committed on the job or a felony in Virginia of such nature that the public or other employees may be endangered if the employee remains in his or her position or of such nature that reasonably undermines the public trust in the employee's ability to perform his or duties.
- Engaging in conduct on or off duty that violates federal or state law, county ordinances or policies when the violation is related to the employee's activity as a county employee or to county business or when it undermines public trust in the county or the employee's ability to perform his or her duties.
- Manufacturing, distributing, possessing, using or being under the influence of alcohol or illegal drugs while at work or on county premises with the exception of attendance at events where alcohol is permitted during off duty hours.
- Threatening, assaulting, intimidating, or harassing another employee or a member of the public.

- Using obscene language toward fellow employees, supervisors, subordinates and/or members of the public.
- Abusing supervisory authority through favoritism, harassment, discrimination or mistreatment of employees.

Protection and Proper Use of County Data, Property, Funds and Records

Employees are expected to:

- Use public property, resources, and funds in accordance with established procedures.
- Maintain confidentiality with regard to client or customer information in accordance with state and federal law, county ordinance and county policy.
- Maintain employee confidentiality by preventing the disclosure of personal information to any unauthorized party.

Employees are prohibited from:

- Using county data, facilities, equipment, property or employees for other than officially approved activities, except as permitted under county policy or procedure.
- Engaging in any action prohibited by county information technology policy or procedure.

- Carelessly or willfully causing destruction of county property.
- Knowingly falsifying or conspiring to falsify any county record or report whether paper or electronic, (e.g., resume, time and attendance reports, workers' compensation claims, travel and/or expense vouchers).

Driving

Employees are expected to:

- Operate all county vehicles in accordance with federal, state and local driving laws.
- Operate privately owned vehicles being used in the performance of county business in accordance with state and local driving laws.
- Remain aware of status of operator's license and report any suspension or revocation of driving privileges to their supervisor immediately if job duties require the operation of a vehicle for county business.

Employees are prohibited from:

- Knowingly operating a vehicle on county business without a valid operator's license.
- Possessing, using or being under the influence of alcohol, illegal drugs, or

prescription drugs that might adversely affect one's ability to drive, while driving a county vehicle or while driving a personal vehicle on county business.

Safety

Employees are expected to:

- Promote safe and healthy working environment by complying with all appropriate safety and health regulations.
- Promptly report safety and health hazards so that they can be corrected before injuries result.
- Dress in appropriate attire, uniform or safety equipment as specified by the standards and work rules for the agency and position.
- Immediately report workplace violence to your supervisor or appropriate authority.

Employees are prohibited from:

- Bringing a gun, knife or other weapon, either concealed or displayed, to work or onto county premises, unless specifically authorized by the appointing authority to do so.

Outside Employment/ Conflict of Interest

Employees are expected to:

- Disqualify themselves in any decision where a conflict of interest may be presumed to exist.
- Obtain permission from their appointing authority prior to engaging in any private business activity, employment or other activity outside of work that conflicts or interferes with full discharge of their official duties or the work they perform as a county employee.

Employees are prohibited from:

- Accepting anything of value for performing, or refraining from performing, an official job-related act; or accepting anything of value in order to assist another person in obtaining a county job, promotion, or contract.
- Using information obtained in connection with county employment in order to obtain financial gain for the employee or others.
- Accepting anything that might tend to influence the manner of performance of county employment or that might be intended to influence the manner in which a county employee performs his or her job.

- Having a personal interest in any contract with the county.
- Participating in matters related to their employment in which the interests of the county employee, or the interests of the county employee's family members or business associates, might be affected.

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